

## **Appendices**



## Appendices

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## Appendix 1 Member List of the Study Team

### (1) 1st Preparation Survey (From July 3 to August 10, 2017)

	Name	Assignment	Authority/Firm
1.	Mr. Toshiyuki IWAMA	Team Leader	Senior Assistant Director, Infrastructure and Peace Building Department, JICA
2.	Mr. Masahiko EGAMI	Grant Aid Planning	Deputy Director, Team 2 Urban and Regional Development Group Infrastructure and Peace Building Department, JICA
3.	Mr. Seiya OKAWARA	Grant Aid Planning	South Asia Division 1 (India/Bhutan), South Asia Department, JICA
4.	Ms. Yuko SASA	Chief Consultant / Facility Planning 1	Oriental Consultants Global Co., Ltd.
5.	Mr. Ashish LAHOTI	Vice Chief Consultant • Facility Planning 2	Nikken Sekkei Ltd.
6.	Mr. Michio OIZUMI	Architectural Design 1	Nikken Sekkei Ltd.
7.	Mr. Teruo JURI	Construction Planning • Cost Estimation 1	Oriental Consultants Global Co., Ltd.
8.	Mr. Kyosuke FUJII	Facility Design (Electricity) 1	Nikken Sekkei Ltd.
9.	Mr. Keisuke TANIGAWA	Structure Design 1	Nikken Sekkei Ltd.
10.	Mr. Yuichi FUKUOKA	Financial, Operational and Management Planning 1	Oriental Consultants Global Co., Ltd.
11.	Ms. Yuka KATO	Financial, Operational and Management Planning 2	Oriental Consultants Global Co., Ltd.
12.	Mr. Len JOHNSTONE	Transport Planning	Oriental Consultants Global Co., Ltd. (Project Assessment Co., Ltd.)
13.	Mr. Yoichi AOKI	Architectural Design 2	Nikken Sekkei Ltd.
14.	Mr. Sotaro YOKOYAMA	Architectural Design 4	Nikken Sekkei Ltd.
15.	Mr. Toru YOSHIDA	Facility Design (Machinery) 1	Nikken Sekkei Ltd.
16.	Ms. Ayaka KAWANO	Project Coordination / Gender Consideration / Facility Planning 3	Oriental Consultants Global Co., Ltd. (Project Assessment Co., Ltd.)

**(2) 2nd Preparation Survey (from September 15 to September 28, 2017)**

	Name	Assignment	Authority/Firm
1.	Mr. Masahiko EGAMI	Grant Aid Planning	Deputy Director, Team 2 Urban and Regional Development Group Infrastructure and Peace Building Department, JICA
2.	Ms. Yuko SASA	Chief Consultant / Facility Planning 1	Oriental Consultants Global Co., Ltd.
3.	Mr. Ashish LAHOTI	Vice Chief Consultant / Facility Planning 2	Nikken Sekkei Ltd.
4.	Mr. Michio OIZUMI	Architectural Design 1	Nikken Sekkei Ltd.
5.	Mr. Teruo JURI	Construction Planning / Cost Estimation 1	Oriental Consultants Global Co., Ltd.
6.	Mr. Kyosuke FUJII	Facility Design (Electricity) 1	Nikken Sekkei Ltd.
7.	Mr. Keisuke TANIGAWA	Structure Design 1	Nikken Sekkei Ltd.
8.	Ms. Yuka KATO	Financial, Operational and Management Planning 2	Oriental Consultants Global Co., Ltd.
9.	Mr. Yoichi AOKI	Architectural Design 2	Nikken Sekkei Ltd.
10.	Mr. Toru YOSHIDA	Facility Design (Machinery) 1	Nikken Sekkei Ltd.

**(3) Draft Report Explanation Survey (from November 26 to December 5, 2017)**

	Name	Assignment	Authority/Firm
1.	Mr. Masahiko EGAMI	Grant Aid Planning	Deputy Director, Team 2 Urban and Regional Development Group Infrastructure and Peace Building Department, JICA
2.	Mr. Kensaku ICHIKAWA	Planning Management	Grant Aid Project Management Division 2 Financial Cooperation Implementation Department, JICA
3.	Ms. Yuko SASA	Chief Consultant / Facility Planning 1	Oriental Consultants Global Co., Ltd.
4.	Mr. Ashish LAHOTI	Vice Chief Consultant • Facility Planning 2	Nikken Sekkei Ltd.
5.	Mr. Michio OIZUMI	Architectural Design 1	Nikken Sekkei Ltd.
6.	Mr. Kyosuke FUJII	Facility Design (Electricity) 1	Nikken Sekkei Ltd.
7.	Mr. Keisuke TANIGAWA	Structure Design 1	Nikken Sekkei Ltd.
8.	Mr. Yuichi FUKUOKA	Financial, Operational and Management Planning 1	Oriental Consultants Global Co., Ltd.
9.	Mr. Masahiko FUJIMOTO	Environmental and Social Consideration	Oriental Consultants Global Co., Ltd.
10.	Mr. Sotaro YOKOYAMA	Architectural Design 4	Nikken Sekkei Ltd.
11.	Mr. Toru YOSHIDA	Facility Design (Machinery) 1	Nikken Sekkei Ltd.
12.	Ms. Ayaka KAWANO	Project Coordination / Gender Consideration / Facility Planning 3	Oriental Consultants Global Co., Ltd.

**(4) Tender Document Explanation Survey (from February 13 to February 21, 2018)**

	<b>Name</b>	<b>Assignment</b>	<b>Authority/Firm</b>
1.	Ms. Yuko SASA	Chief Consultant / Facility Planning 1	Oriental Consultants Global Co., Ltd.
2.	Mr. Ashish LAHOTI	Vice Chief Consultant • Facility Planning 2	Nikken Sekkei Ltd.
3.	Mr. Michio OIZUMI	Architectural Design 1	Nikken Sekkei Ltd.
4.	Mr. Yuichi FUKUOKA	Financial, Operational and Management Planning 1	Oriental Consultants Global Co., Ltd.
5.	Ms. Yuka KATO	Financial, Operational and Management Planning 2	Oriental Consultants Global Co., Ltd.
6.	Mr. Yoichi AOKI	Architectural Design 2	Nikken Sekkei Ltd.
7.	Ms. Ayaka KAWANO	Project Coordination / Gender Consideration / Facility Planning 3	Oriental Consultants Global Co., Ltd.

**(5) Consult to Test Piling Survey****(1<sup>st</sup> : From March 15 to March 26, 2018, 2<sup>nd</sup>: From April 16 to April 29, 2018)**

	<b>Name</b>	<b>Assignment</b>	<b>Authority/Firm</b>
1.	Mr. Mitsugu TOMITA	Consult to Test Piling	Oriental Consultants Global Co., Ltd.

**Appendix 2 Study Schedule****1) Survey Schedule**

<b>Survey</b>	<b>Schedule</b>
1st preparation Survey	From July 3, 2017 to August 3, 2017
2nd preparation Survey	From September 15, 2017 to September 23, 2017
Draft Report Explanation Survey	From November 26, 2017 to December 5, 2017
Tender Document Explanation Survey	From February 13, 2018 to February 21, 2018
Consult to Test Piling Survey	1 <sup>st</sup> : From March 15 to March 26, 2018, 2 <sup>nd</sup> : From April 16 to April 29, 2018




2) 1st preparation Survey (From July 3, 2017 to August 3, 2017)

Date	Chief Consultant / Facility Planning 1	Vice Chief Consultant / Facility Planning 2	Architectural Design 1	Architectural Design 4	Architectural Design 2	Facility Design (Electricity) 1	Facility Design (Machinery) 1	Structure Design 1	Financial, Operational and Management Planning 1	Construction Planning / Cost Estimation 1	Financial, Operational and Management Planning 2	Project Coordination / Gender Consideration / Facility Planning 3	Transport Planning
	Yuko SASA	Ashish LAHOTI	Michio OIZUMI	Mr. Sotaro YOKOYAMA	Yoichi AOKI	Kyosuke FUJII	Toru YOSHIDA	Keisuke TANIKAWA	Yuichi FUKUOKA	Teruo JURU	Yuka KATO	Ayaka KAWANO	Mr. Len JOHNSTONE
	OCG	NIKKEN	NIKKEN	NIKKEN	NIKKEN	NIKKEN	NIKKEN	NIKKEN	OCG		OCG	OCG	OCG
1 3-Jul Mon	NRT 18:10 ⇒ DEL 23:50 by NH827												
2 4-Jul Tue	NRT 12:30 ⇒ DEL 17:35 by JL749												
3 5-Jul Wed	Survey at Relevant Facilities												
4 6-Jul Thu	Survey at Relevant Facilities DEL 19:05 ⇒ VNS 20:45 by SG2538												
5 7-Jul Fri	AM: Mayor, PMU PM: Interview with Local Consultants												
6 8-Jul Sat	AM: VNS ⇒ DEL by car PM: UP Chief Minister												
7 9-Jul Sun	Survey at Relevant Facilities LKO 15:40 ⇒ DEL 16:45 by 9W856												
8 10-Jul Mon	Same as Chief Consultant												
9 11-Jul Tue	Same as Chief Consultant												
10 12-Jul Wed	Same as Chief Consultant												
11 13-Jul Thu	PM: DEL ⇒ VNS by flight	DEL											
12 14-Jul Fri	Site Survey	DEL		DEL									
13 15-Jul Sat	Site Survey	DEL 1:15 ⇒ NRT 13:00		DEL 1:15 ⇒ NRT 13:00									
14 16-Jul Sun	Site Survey												
15 17-Jul Mon	Discussion with VMC RFP on Natural Condition Survey (Sub-Contract)												
16 18-Jul Tue	Site Survey												
17 19-Jul Wed	PM: VNS ⇒ DEL by flight												
18 20-Jul Thu	Discussion with Stakeholders and Survey												
19 21-Jul Fri	Discussion with Stakeholders and Survey												
20 22-Jul Sat	Meeting with Survey team												
21 23-Jul Sun	PM: DEL ⇒ VNS by flight												
22 24-Jul Mon	Discussion with PML/VDA												
23 25-Jul Tue	Discussion with Divisional Commissioner, AC member												
24 26-Jul Wed	16:55 VNS ⇒ 18:20 DEL												
25 27-Jul Thu	Discussion with Stakeholders and Survey												
26 28-Jul Fri	Discussion with Stakeholders and Survey												
27 29-Jul Sat	Discussion with Stakeholders and Survey												
28 30-Jul Sun	Internal meeting (Show the detail)	18:10 NRT ⇒ 23:50 DEL	12:30 NRT ⇒ 17:35 DEL			18:10 NRT ⇒ 23:50 DEL	12:30 NRT ⇒ 17:35 DEL	Internal meeting (Show the detail)					
29 31-Jul Mon	12:00 AS, IS	Meeting (Show the details)				Meeting (Show the details)		19:35 DEL ⇒	1:15 DEL ⇒	11:00 RITS			
30 1-Aug Tue	Morn: DEL ⇒ VNS	Shop visit				Shop Visit		⇒ NRT	⇒ NRT	AM, Transportation meeting, CPWD			
31 2-Aug Wed	Discussion with Stakeholders, engineers (Show the details)		19:45 VNS ⇒ 22:05 BOM		Discussion with Stakeholders, engineers (Show the details)		19:45 VNS ⇒ 22:05 BOM		PM, Visiting site				
32 3-Aug Thu	NCPA @Mubai		16:45BOM ⇒ 19:00 VNS		NCPA @Mubai		16:45BOM ⇒ 19:00 VNS		Transport Planning Survey				
33 4-Aug Fri	Discussion with MO, PMU		21:10 VNS ⇒ 22:45 DEL		Discussion with MO, PMU		21:10 VNS ⇒ 22:45 DEL		Discussion with MO, PMU				
34 5-Aug Sat	DEL ⇒ BKK 11:40 - 17:35												
35 6-Aug Sun	Working for Technical Notes												
36 7-Aug Mon	Discussion with Stakeholders on Technical Note				Discussion with Stakeholders on Technical Note		⇒ 07:25 NRT		Discussion with Stakeholders on Technical Note		Same as Chief Consultant		
37 8-Aug Tue	Discussion with Stakeholders on Technical Note				Discussion with Stakeholders on Technical Note				Discussion with Stakeholders on Technical Note		Same as Chief Consultant		
38 9-Aug Wed	19:35 DEL ⇒		19:35 DEL ⇒				19:35 DEL ⇒		19:35 DEL ⇒		19:35 DEL ⇒		
39 10-Aug Thu	⇒ 07:25 NRT		01:15 DEL ⇒ 13:00 NRT		⇒ 07:25 NRT		01:15 DEL ⇒ 13:00 NRT		⇒ 07:25 NRT		⇒ 07:25 NRT		

3) 2nd preparation Survey (From September 15, 2017 to September 23, 2017)

		Chief Consultant / Facility Planning 1	Vice Chief Consultant / Facility Planning 2	Construction Planning / Cost Estimation 1	Architectural Design 1	Architectural Design 2	Facility Design (Electricity) 1	Facility Design (Machinery) 1	Structure Design 1	Financial, Operational and Management Planning 2	Project Coordinator
		Yuko SASA	Ashish LAHOTI	Teruo JURU	Michio OIZUMI	Yoichi AOKI	Kyosuke FUJII	Toru YOSHIDA	Keisuke TANIKAWA	Yuka KATO	Rahul CHAUDHARY
15-Sep	Fri									AMD1510 >> DEL1655 by 6E555	AMD1510 >> DEL1655 by 6E555
16-Sep	Sat									Delhi	Delhi
17-Sep	Sun									Delhi	Delhi
18-Sep	Mon	NRT1810 >> DEL2350 by NH827		NRT1810 >> DEL2350 by NH827						Delhi	Delhi
19-Sep	Tue	Delhi	NRT1810 >> DEL2350 by NH827	Delhi	NRT1230 >> DEL1735 by JL749	NRT1230 >> DEL1735 by JL749	NRT1230 >> DEL1735 by JL749	NRT1230 >> DEL1735 by JL749	NRT1230 >> DEL1735 by JL749	Delhi	Delhi
20-Sep	Wed	Delhi	Delhi	Delhi	Delhi	Delhi	Delhi	Delhi	Delhi	Delhi	Delhi
21-Sep	Thu	DEL1905 >> VNS2045 by SG2538	DEL1905 >> VNS2045 by SG2538	DEL1905 >> VNS2045 by SG2538	DEL1905 >> VNS2045 by SG2538	DEL1905 >> VNS2045 by SG2538	DEL1905 >> VNS2045 by SG2538	DEL1905 >> VNS2045 by SG2538	DEL1905 >> VNS2045 by SG2538	DEL1905 >> VNS2045 by SG2538	DEL1905 >> VNS2045 by SG2538
22-Sep	Fri	VNS	VNS	VNS	VNS	VNS	VNS	VNS	VNS	VNS	VNS
23-Sep	Sat	VNS	VNS	VNS	VNS	VNS	VNS	VNS	VNS	VNS	VNS
24-Sep	Sun	VNS	VNS	VNS1830 >> DEL2005 by 6E635	VNS	VNS	VNS	VNS	VNS1830 >> DEL2005 by 6E635	VNS	VNS
25-Sep	Mon	VNS VNS >> DEL	VNS VNS >> DEL	DEL	VNS VNS >> DEL	VNS VNS >> DEL	VNS VNS >> DEL	VNS VNS >> DEL	DEL	VNS VNS >> DEL	VNS VNS >> DEL
26-Sep	Tue	LKO LKO >> DEL	DEL	DEL	DEL	DEL	DEL	DEL	DEL DEL1935 >>	DEL	DEL
27-Sep	Wed	DEL	DEL	DEL0115 >> NRT1300 by NH828	DEL DEL1935 >>	DEL DEL1935 >>	DEL DEL1935 >>	DEL DEL1935 >>	NRT0725 by JL740	DEL	DEL
28-Sep	Thu	DEL0115 >> NRT1300 by NH828	DEL0115 >> NRT1300 by NH828		NRT0725 by JL740	NRT0725 by JL740	NRT0725 by JL740	NRT0725 by JL740		DEL0900 >> SIN1725 SIN2250 >> HND0645	

Delhi	
Varanasi	
Lucknow	

4) Draft Report Explanation Survey (From November 26, 2017 to December 5, 2017)

03rd Field Survey (26th Nov - 4th Dec)		JICA													OCG		TWS																	
		1		2		3		4		5		6		7		8		9		10		11		12		13		Project Coordinator		再委託		再委託		
		Masahiko EGAMI		Kensaku CHIKAWA		Yuko SASA		Yachi FUKUDA		Masahiko FUJIMOTO		Akihiro IMAHOTI		Nobuo OZUJI		Kensaku TANAKAWA		Sotaro YOKOYAMA		Kiyosuke FUJII		Toru YOSHIDA		Yuko MURATA		Ayaka KAWANO		Rahul choudhary		伊藤 幸		山本 誠		
26-Nov	Sun	AM	11:30 NARITA OUT		11:45 NARITA OUT		11:45 NARITA OUT		11:45 NARITA OUT		11:45 NARITA OUT		11:45 NARITA OUT		11:45 NARITA OUT		11:45 NARITA OUT		11:45 NARITA OUT		11:45 NARITA OUT		11:45 NARITA OUT		11:45 NARITA OUT									
		PM	18:00 DELHI IN		18:20 DELHI IN		18:20 DELHI IN		18:20 DELHI IN		18:20 DELHI IN		18:20 DELHI IN		18:20 DELHI IN		18:20 DELHI IN		18:20 DELHI IN		18:20 DELHI IN		18:20 DELHI IN		18:20 DELHI IN		18:20 DELHI IN		18:20 DELHI IN		18:20 DELHI IN		18:20 DELHI IN	
27-Nov	Mon	AM	9:00 JICA Indian Office		9:30 Meeting w/TAX Exp		9:30 Meeting w/TAX Exp		9:30 Meeting w/TAX Exp		9:30 Meeting w/TAX Exp		9:30 Meeting w/TAX Exp		9:30 Meeting w/TAX Exp		9:30 Meeting w/TAX Exp		9:30 Meeting w/TAX Exp		9:30 Meeting w/TAX Exp		9:30 Meeting w/TAX Exp		9:30 Meeting w/TAX Exp		9:30 Meeting w/TAX Exp		9:30 Meeting w/TAX Exp		9:30 Meeting w/TAX Exp		9:30 Meeting w/TAX Exp	
		PM	18:00 - 17:00 Meeting w/UP state PS		18:00 - 17:00 Meeting w/Principal Secretary		18:00 - 17:00 Meeting w/Principal Secretary		18:00 - 17:00 Meeting w/Principal Secretary		18:00 - 17:00 Meeting w/Principal Secretary		18:00 - 17:00 Meeting w/Principal Secretary		18:00 - 17:00 Meeting w/Principal Secretary		18:00 - 17:00 Meeting w/Principal Secretary		18:00 - 17:00 Meeting w/Principal Secretary		18:00 - 17:00 Meeting w/Principal Secretary		18:00 - 17:00 Meeting w/Principal Secretary		18:00 - 17:00 Meeting w/Principal Secretary		18:00 - 17:00 Meeting w/Principal Secretary		18:00 - 17:00 Meeting w/Principal Secretary		18:00 - 17:00 Meeting w/Principal Secretary		18:00 - 17:00 Meeting w/Principal Secretary	
28-Nov	Tue	AM	Meeting w/MoHUA		Meeting w/DEA		Meeting w/DEA		Meeting w/DEA		Meeting w/DEA		Meeting w/DEA		Meeting w/DEA		Meeting w/DEA		Meeting w/DEA		Meeting w/DEA		Meeting w/DEA		Meeting w/DEA		Meeting w/DEA		Meeting w/DEA		Meeting w/DEA		Meeting w/DEA	
		PM	14:00 Meeting w/YAMAHA		14:00 Meeting w/YAMAHA		14:00 Meeting w/YAMAHA		14:00 Meeting w/YAMAHA		14:00 Meeting w/YAMAHA		14:00 Meeting w/YAMAHA		14:00 Meeting w/YAMAHA		14:00 Meeting w/YAMAHA		14:00 Meeting w/YAMAHA		14:00 Meeting w/YAMAHA		14:00 Meeting w/YAMAHA		14:00 Meeting w/YAMAHA		14:00 Meeting w/YAMAHA		14:00 Meeting w/YAMAHA		14:00 Meeting w/YAMAHA		14:00 Meeting w/YAMAHA	
29-Nov	Wed	AM	Meeting w/VNS (Municipal Commissioner)		Meeting w/VNS (Municipal Commissioner)		Meeting w/VNS (Municipal Commissioner)		Meeting w/VNS (Municipal Commissioner)		Meeting w/VNS (Municipal Commissioner)		Meeting w/VNS (Municipal Commissioner)		Meeting w/VNS (Municipal Commissioner)		Meeting w/VNS (Municipal Commissioner)		Meeting w/VNS (Municipal Commissioner)		Meeting w/VNS (Municipal Commissioner)		Meeting w/VNS (Municipal Commissioner)		Meeting w/VNS (Municipal Commissioner)		Meeting w/VNS (Municipal Commissioner)		Meeting w/VNS (Municipal Commissioner)		Meeting w/VNS (Municipal Commissioner)		Meeting w/VNS (Municipal Commissioner)	
		PM	VNS->DEL (06:35/18:30 - 20:05)		VNS->DEL (06:35/18:30 - 20:05)		VNS->DEL (06:35/18:30 - 20:05)		VNS->DEL (06:35/18:30 - 20:05)		VNS->DEL (06:35/18:30 - 20:05)		VNS->DEL (06:35/18:30 - 20:05)		VNS->DEL (06:35/18:30 - 20:05)		VNS->DEL (06:35/18:30 - 20:05)		VNS->DEL (06:35/18:30 - 20:05)		VNS->DEL (06:35/18:30 - 20:05)		VNS->DEL (06:35/18:30 - 20:05)		VNS->DEL (06:35/18:30 - 20:05)		VNS->DEL (06:35/18:30 - 20:05)		VNS->DEL (06:35/18:30 - 20:05)		VNS->DEL (06:35/18:30 - 20:05)			
30-Nov	Thu	AM	Meeting w/MoHUA on MID		Meeting w/DAM Exp		Meeting w/DAM Exp		Meeting w/DAM Exp		Meeting w/DAM Exp		Meeting w/DAM Exp		Meeting w/DAM Exp		Meeting w/DAM Exp		Meeting w/DAM Exp		Meeting w/DAM Exp		Meeting w/DAM Exp		Meeting w/DAM Exp		Meeting w/DAM Exp		Meeting w/DAM Exp		Meeting w/DAM Exp		Meeting w/DAM Exp	
		PM	Workshop on Grand Aid Scheme		Meeting w/MoHUA on MID		Meeting w/MoHUA on MID		Meeting w/MoHUA on MID		Meeting w/MoHUA on MID		Meeting w/MoHUA on MID		Meeting w/MoHUA on MID		Meeting w/MoHUA on MID		Meeting w/MoHUA on MID		Meeting w/MoHUA on MID		Meeting w/MoHUA on MID		Meeting w/MoHUA on MID		Meeting w/MoHUA on MID		Meeting w/MoHUA on MID		Meeting w/MoHUA on MID		Meeting w/MoHUA on MID	
1-Dec	Fri	AM	Meeting w/MoHUA		Meeting w/MoHUA		Meeting w/MoHUA		Meeting w/MoHUA		Meeting w/MoHUA		Meeting w/MoHUA		Meeting w/MoHUA		Meeting w/MoHUA		Meeting w/MoHUA		Meeting w/MoHUA		Meeting w/MoHUA		Meeting w/MoHUA		Meeting w/MoHUA		Meeting w/MoHUA		Meeting w/MoHUA		Meeting w/MoHUA	
		PM	Report to EOJ		Report to EOJ		Report to EOJ		Report to EOJ		Report to EOJ		Report to EOJ		Report to EOJ		Report to EOJ		Report to EOJ		Report to EOJ		Report to EOJ		Report to EOJ		Report to EOJ		Report to EOJ		Report to EOJ		Report to EOJ	
2-Dec	Sat	AM	DEL > NRT (A1809/21:15 - 08:00)		DEL > NRT (A1740/20:20 - 07:10)		DEL > NRT (A1740/20:20 - 07:10)		DEL > NRT (A1740/20:20 - 07:10)		DEL > NRT (A1740/20:20 - 07:10)		DEL > NRT (A1740/20:20 - 07:10)		DEL > NRT (A1740/20:20 - 07:10)		DEL > NRT (A1740/20:20 - 07:10)		DEL > NRT (A1740/20:20 - 07:10)		DEL > NRT (A1740/20:20 - 07:10)		DEL > NRT (A1740/20:20 - 07:10)		DEL > NRT (A1740/20:20 - 07:10)		DEL > NRT (A1740/20:20 - 07:10)		DEL > NRT (A1740/20:20 - 07:10)		DEL > NRT (A1740/20:20 - 07:10)			
		PM																																
3-Dec	Sun	AM																																
		PM																																
4-Dec	Mon	AM																																
		PM																																
5-Dec	Tue	AM																																
		PM																																

### 5) Tender Document Explanation Survey (From February 13, 2018 to February 21, 2018)

04th Field Survey				1	2	3	4	5	6
				OCG	Nikken	Nikken	Nikken	OCG	OCG
				Yuko SASA	Michio OIZUMI	Ashish LAHOTI	Yoichi AOKI	Ayaka KAWANO	Yuka KATO
1	19-Feb	Mon	AM						09:05 Vijayawada 11:20 Delh (AI460)
			PM						14:00 MTG O&M @Office
2	20-Feb	Tue	AM	11:30 NARITA OUT	11:30 NARITA OUT		11:30 NARITA OUT	11:30 NARITA OUT	Meeting w/OWH Pvt.
			PM	18:20 DEL IN (JL749)	18:20 DEL IN (JL749)	NRT->DEL (NH0827) 17:15 - 00:15	18:20 DEL IN (JL749)	18:20 DEL IN (JL749)	
3	21-Feb	Wed	AM	11:00-15:00 MoHUA	11:00-15:00 MoHUA	11:00-15:00 MoHUA	11:00-15:00 MoHUA		11:00 Habitat Centre
			PM	15:30 Pinnacle Piling	17:00 Rajeeve	17:00 Rajeeve	17:00 Rajeeve	15:30 Pinnacle Piling	
4	22-Feb	Thu	AM	10:00 JICA 12:30 GRIHA /Gordrej	10:00 JICA 12:30 GRIHA /Gordrej	10:00 JICA 12:30 GRIHA /Gordrej	10:00 JICA 12:30 GRIHA /Gordrej	10:00 JICA 12:30 GRIHA /Gordrej	Meeting
			PM	16:30 - 18:00 DEL - VNS (6E176)	16:30 - 18:00 DEL - VNS (6E176)	16:30 - 18:00 DEL - VNS (6E176)	16:30 - 18:00 DEL - VNS (6E176)	16:30 - 18:00 DEL - VNS (6E176)	16:30 - 18:00 DEL - VNS (6E176)
5	23-Feb	Fri	AM	PMU, VMC					Varanasi
			PM						
6	24-Feb	Sat	AM	Discussion on O&M					Varanasi
			PM		13:35 - 14:55 (UK 817) VNS - DEL 20:20 DEL OUT	12:30 - 14:00 VNS to Mumbai (9W-2530)	13:35 - 14:55 (UK 817) VNS - DEL 20:20 DEL OUT		
7	25-Feb	Sun	AM	VNS - DEL	07:20 NRT IN (JL740)		07:20 NRT IN (JL740)	VNS - DEL	8:40 - 10:45 VNS- HYD
			PM						13:05 - 14:00 HYD - VCA
8	26-Feb	Mon	AM	MOHUA and PMU				Delhi	
			PM						
9	27-Feb	Tue	AM	Consultant Agreement				Delhi	
			PM						
10	28-Feb	Wed	AM	Confirmation on Tax Exemption Procedure				Delhi	
			PM						
11	1-Mar	Thu	AM	Delhi				Delhi	
			PM	DEL OUT to COLOMBO				20:20 DELHI OUT	
12	2-Mar	Fri	AM					07:20 NRT IN (JL740)	
			Holi	PM					

**6) Consult to Test Piling Survey****(1<sup>st</sup> : From March 15 to March 26, 2018, 2<sup>nd</sup> : From April 16 to April 29, 2018)**

	Date	Schedule
1st stage		
1.	15 March	Narita to Delhi
2.	16 March	Delhi to Varanasi
3.	17 March	Meeting with piling contractor, Meeting with concrete plant
4.	18 March	Confirm the specification for pile construction
5.	19 March	Construction pile 1
6.	20 March	Construction pile 1
7.	21 March	Construction pile 2
8.	22 March	Construction pile 2
9.	23 March	Meeting with PMU
10.	24 March	Survey the situation of local construction site
11.	25 March	Confirm the specification for pile construction
12.	26 March	Survey the situation of local construction site and procurement local material
13.	27 March	Compressive Concrete Cube test 1 (7 days)
14.	28 March	Compressive Concrete Cube test 2 (7 days) Varanasi to Delhi
15.	29 March	Delhi to Narita
2nd stage		
16.	16 April	Narita to Delhi
17.	17 April	Meeting with piling contractor
18.	18 April	Delhi to Varanasi
19.	19 April	Compressive Concrete Cube test 1 and 2 (24 days) Loading Test (pile 1)
20.	20 April	Loading Test (pile 1)
21.	21 April	Loading Test (pile 1)
22.	22 April	Inspection and report
23.	23 April	Loading Test (pile 2),
24.	24 April	Loading Test (pile 2)
25.	25 April	Loading Test (pile 2)
26.	26 April	Inspection and report, Meeting with PMU
27.	27 April	Varanasi to Delhi
28.	28 April	Report,
29.	29 April	Delhi to Narita

**Appendix 3 List of Parties Concerned in the Recipient Country**1. Embassy of Japan in India

Mr. Kenko SONE : Minister  
 Ms. Yasuko NISHIMURA : First Secretary  
 Mr. Kiyoshi FURUHASHI : Counsellor

2. JICA

Mr. Takema SAKAMOTO : Chief Representative  
 Mr. Takayoshi TANGE : Senior Representative  
 Mr. Akamine, Kengo : Deputy Director  
 Mr. Yoshiki EHARA : Representative  
 Ms. Momoko Furuhashi : Representative  
 Mr. M.P. Singh : Chief Dev. Specialist  
 Ms. Aditi Puri : Lead Development Specialist

3. Ministry of Housing and Urban Affairs (Ministry of urban Development)

Mr. Durga Shanker MISHRA : Secretary  
 Dr. Sameer SHARMA : Additional Secretary  
 Mr. Prakash : J.S  
 Mr. Sumit Gaumar : U.S  
 Mr. V.K. Chaurasia : Joint Advisor  
 Mr. Avanish Kumar Mishra : Director

4. UP State

Mr. RamaKant Pandey : Special  
 Mr. Vishal Bhardwaj : Additional Director  
 Mr. Peeyurh paugag : General manager

5. Varanasi Divisional Commissioner

Mr. Nitin R. Gokarn : Commissione

6. CPWD Varanasi

Mr. R.P. Singh : Project Director, Superintending Engineer  
 Mr. A.K. Singh : Executive Engineer  
 Mr. Abhishek VERMA : Assistant Executive Engineer

7. Varanasi Municipal Corporation

Dr. Nitin BANSAL : Municipal Commissioner  
 Mr. Y. K. Divedi : Deputy Director  
 Mr. Rakesh Rai : Chief Fire Officer  
 Dr. B.M. Patel : Fire Officer  
 Mr. Shreyansh Jain : Architect  
 Mr. Arvind Kumar Srivastava : Executive Engineer

Mr. Anoop Kumar Verma	: IT Expert
Mr. Lalit Mohau	: Electric Engineer/Lighting
Mr. Sandeep Srirasdary	: Coordinator, Computer Cell
<u>8. Varanasi Development Authority</u>	
Mr. Vinod Kumar Saxsena	: Town Planner/Architect
Mr. Prabhakar Pardey	: D/M
Mr. Niteesh PATDL	: Architect
Mr. Manoj Kumar	: Asst. Town Planner
<u>9. National Building Construction Corporate</u>	
Mr. Sohan LAI	: General Manager
Mr. Anil Yadav	: DGM
<u>10. Smart City SPV Varanasi</u>	
Ms. Hemalatha M C	: Team Leader
Ms. Anamika CHAUDHARY	: Associate Engineer
Mr. Ruchi MISHRA	: DGM-Architecture
<u>11. National School of Drama</u>	
Mr. Ashok Sagar Bhagat	: Professor, Teatre Archutecture
<u>12. Indian Council for Cultural Relations</u>	
Mr. Anurag Singh	: Regional Officer
<u>13. Kamani Hall</u>	
Mr. Puneet Agarwal	: Manager
Mr. J.P.Gupta	: Booking Manager
Mr. S.B.Kharb	: Assistant Manager
<u>14. Narari Natak Mandali</u>	
Mr. Smi Enandoan Misma	: Manager
Mr. Arbit Shidhore	: Diretor/Actor
<u>15. Siri Fort Auditorium Field Strip</u>	
Mr. Sharma	: Chief Civil Engineer
Mr. Tyagi	: Chief Electrical Engineer
<u>16. National Agricultural Science Complex Convention Center</u>	
Mr. Shri PK Pawan	: Senior Deputy General Manager
<u>17. Godrej &amp; Boyce Mfg.</u>	
Mr.Chetan Bhoj	: Manager /GRIHA Specialist
<u>18. JAIN &amp; ASSOCIATES</u>	
Mr. Rishabh Chandre Jain	: Managing Director
Mr. Harsh Kumar Hain	: Civil Engg & Director

19. Rajeev Agarwal Architects

Mr. Rajeev AGARWAL : Director/Architects

Mr. Lakhani Rastogi : Architects

Mr. Rachit Puri : Architects

Mr. Surendra Yadav : Architects

Mr. Rajeev Agarwal

Mr. Lakhani Rastogi

Mr. Rachit Puri

20. T2 Consulting Group

Mr. Kelvin Ashby-King :Managing Director

21. Think BIM

Mr. Sharma : Manager

Mr. Khan Mohd Hasan : DGM Mechanical

Mr. Taneja : Plumbing Fire Engineer

Mr. Ashish Tiwari : Sr.GM Electrical

Mr. Sohan Lal : Dy.Manager

Mr. Anil Rawat : Manager Plumbing & FF

22. VinTech Consultants

Dr. Vinod Jain : Managing Director

Mr. Ataur Rehman : Sr Str Engineer




## Appendix 4-1 Minutes of Discussions (July, 2017)

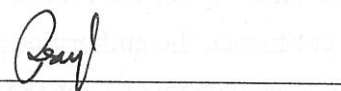
Minutes of Discussions  
on the Preparatory Survey for the Project for  
Construction of Varanasi International Cooperation and Training Centre

New Delhi, 12<sup>th</sup> July, 2017


In response to the request from the Government of India (hereinafter referred to as "GoI"), Japan International Cooperation Agency (hereinafter referred to as "JICA") dispatched the Preparatory Survey Team, headed by Mr. Toshiyuki Iwama, Senior Assistant Director, JICA, from 5<sup>th</sup> July to 12<sup>th</sup> July, 2017, for the Outline Design (hereinafter referred to as "the Team") of the Project for Construction of Varanasi International Cooperation and Training Centre (hereinafter referred to as "the Project") to India. The Team held series of discussions with officials of the Government of India, Government of Uttar Pradesh, other agencies concerned and conducted a field survey. In the course of the discussions, both sides confirmed the main items described attached hereto:

  
Toshiyuki Iwama

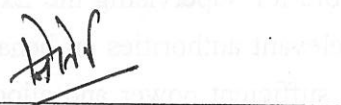
Leader  
Preparatory Survey Team  
Japan International Cooperation Agency  
Japan

  
R.P. Singh

Project Director  
Project Management Unit for the Project


  
Nitin Bansal

Municipal Commissioner, Varanasi Nagar Nigam  
CEO of SPV for Smart City


  
Nitin R. Gokarn

Divisional Commissioner, Varanasi  
Chairman, Advisory Committee for the Project

Witness

  
(S. Selva Kumar)  
Joint Secretary (BC)

Department of Economic Affairs  
Ministry of Finance  
Government of India

  
Praveen Prakash  
Joint Secretary  
Ministry of Housing and Urban Affairs  
Government of India

## ATTACHMENT

## 1. Objective of the Project

The objective of the Project is to construct a convention centre which will provide opportunities for social and cultural interactions of the people and exchange of the knowledge, thereby contributing to the socio-economic development of Varanasi.

## 2. Title of the Preparatory Survey

Both sides confirmed the title of the Preparatory Survey as "the Preparatory Survey for the Project for Construction of Varanasi International Cooperation and Training Centre".

## 3. Project site

Both sides confirmed the site of the Project inside the premises of Varanasi Nagar Nigam, Uttar Pradesh State, which is shown in Annex 1.

## 4. Responsible authority for the Project

Both sides confirmed the authorities responsible for the Project are as follows:

- 4-1. The Project Management Unit (PMU) for the Project, which was established by the Ministry of Housing and Urban Affairs (MoHUA) on 20<sup>th</sup> June, 2017, is the executing agency for the Project (hereinafter referred to as "the Executing Agency"). The Executing Agency shall coordinate with all the relevant authorities to ensure smooth implementation of the Project and ensure that the undertakings for the Project shall be managed by relevant authorities properly and on time. The organization chart at planning and implementation stage, and required power delegation of the PMU are shown in Annex 2-1.
- 4-2. The line ministry of the Executing Agency (PMU) is MoHUA, which shall be responsible for supervising the Executing Agency, as well as coordinating with all the relevant authorities on behalf of the Government of India. MoHUA shall delegate sufficient power and allocate necessary budget to the PMU for smooth implementation of the Project.
- 4-3. Varanasi Nagar Nigam (VNN) will be owner of the facilities constructed under the Project. The Special Purpose Vehicle (SPV) of the Smart City will look after the operations and maintenance of the facility after completion of the Project. MoHUA will supervise the SPV and allocate necessary budget for operation and maintenance. The operation management plan, which designs an operational structure and financial scheme, will be developed by the PMU supported by the Team. The organization chart at operation and maintenance stage are shown in Annex 2-2.

(4/3)

## 5. Items requested by the Government of India

5-1. As a result of discussions, the items requested by the Government of India as follows:

- 1) Convention Centre (a main hall with a full flying tower, which has a capacity of 1,200 seats with a total floor area above ground level of approximately 4,000m<sup>2</sup>).
  - 2) Parking facilities with a capacity of 120 cars in accordance with the local building bye-laws.
  - 3) Equipment for the convention centre, which would be identified through this survey.
  - 4) Technical assistance (the details would be elaborated by November 2017) to develop capacity for operation and maintenance of the facility.
- 5-2. JICA will assess feasibility of the above requested items through the survey and will report findings to the Government of Japan. The final scope of the Project will be decided by the Government of Japan.
- 5-3. The understanding reached with the Preparatory Survey shall be subject to approval of the higher authorities on both sides.

## 6. Procedures and Basic Principles of Japanese Grant

- 6-1. Indian side agreed that the procedures, basic principles and principles of Japanese Grant as described in Annex 3 shall be applied to the Project. In addition, at the request by the Indian side, descriptions about the consultant service as referred to the Procurement Guidelines for the Japanese Grants (January 2016) and the Form of Consultant Agreement under JICA's Grants (January 2016) are on the Annex 7. As for the monitoring of the implementation of the Project, JICA requires that Indian side would be submitting the Project Monitoring Report (PMR), the form of which is attached as Annex 4. The timing of submission of the PMR is described in Annex 5.
- 6-2. Indian side agreed to take the necessary measures, as described in Annex 5, for smooth implementation of the Project. The contents of the Annex 5 will be finalized before the signing of the Grant Agreement and eventually, will be used as an attachment to the Grant Agreement.
- 6-3. Both sides agreed that the detailed design and draft tender document are prepared during the Preparatory Survey in order to shorten the project schedule. Indian side agreed to take the full responsibility as the client of the Project for finalizing and approving the detailed design and tender document during the implementation stage of the Japanese grant project.

## 7. Schedule of the Survey

7-1. The Team will proceed with survey in India until 9<sup>th</sup> August 2017.

7-2. JICA will prepare reports in English and dispatch missions to India to explain their contents as follows;

- Schematic Design Overview Report: around September 2017,
- Draft Preparatory Survey Report : around November 2017, and
- Draft Tender Document: around January 2018.

7-3. If the contents of the draft Preparatory Survey Report and draft Tender Document are accepted and the undertakings for the Project are fully agreed by the Indian side, JICA will finalize the Preparatory Survey Report and send it to the Government of India by March 2018.

7-4. The above schedule is tentative and subject to change.

## 8. Environmental and Social Considerations

8-1. The Indian side confirmed to give due environmental and social considerations before, during implementation and after completion of the Project, in accordance with the JICA Guidelines for Environmental and Social Considerations (April, 2010).

8-2. The Project is categorized as “C” from the following considerations:

Not located in a sensitive area, nor has it sensitive characteristics, nor falls it into sensitive sectors under the Guidelines, and its potential adverse impacts on the environment are not likely to be significant.

8-3. The Indian side confirmed to conduct the necessary procedures concerning the environmental and social considerations in compliance with the Environmental Impact Assessment Notification-2006. The Team will support preparation of the necessary documents and the PMU shall finalize them and submit to the State Environment Management Office Form 1A, an Environmental Management Plan with Mitigation Measures and an Environmental Monitoring Plan, and a Self-Declaration Form to comply with the environmental conditions along with specified fees for the environmental clearance.

## 9. Other Relevant Issues

### 9-1. Development of Schematic Design

Both sides agreed to finalize Schematic Design by September and move on to the detailed design stage as indicated under the Inception Report. MoHUA established the Advisory Committee (AC) on 7<sup>th</sup> July, 2017, to provide advice and directions to the PMU for project design and operational plan, etc. MoHUA is to confirm member's name of the AC by 14<sup>th</sup> July, 2017, so that the Team can communicate and immediately start consultation on the design policy and major functions of the Project.

### 9-2. Operation and maintenance of the facility

The Team explained that the facility would not be financially sustainable to cover

the running cost and it may need financial support for operation and maintenance, according to the projection by the Data Collection Survey. Taking into account this matter, both sides confirmed that the SPV of the Smart City, the responsible agency for the operation and maintenance, shall formulate its business plan and ensure sufficient budget to fill the financial gap to ensure financial sustainability.

#### 9-3. Strengthening of the PMU

The PMU is currently composed of the three personnel, as the Operation Manager of the PMU was newly assigned by the MoHUA on 7th July 2017.

Both sides agreed on the necessity of the strengthening of the PMU further and the Indian side shall appoint additional personnel to the PMU as follows;

- Government official(s) under the Operation Manager as soon as possible, and
- Personnel for the PMU (sufficient number of personnel and their qualifications will be proposed by the Team)

#### 9-4. Parking space

Both sides agreed that the Project will cover the construction of parking lot with a capacity of regulatory 120 cars and that the additional parking facilities, if any, shall be separated from the Project and considered by the Indian side.

#### 9-5. Taxes and duties

With regard to taxes and duties for the Project as stipulated in No. 5, (2) during the Project Implementation of Annex 5, Indian side shall either exempt the taxes and duties or it shall be borne from their side. Indian side shall clarify the items of custom duties, internal taxes and other fiscal levies, including VAT, commercial tax, income tax and corporate tax in accordance with the new tax system introduced in July 2017, and inform to JICA by the end of July 2017.

#### 9-6. Clearance of relevant bye-laws, guidelines and building codes

Both sides confirmed the necessary permissions for implementation of the Project in compliance with relevant bye-laws, guidelines and building codes as described in Annex 6. The list of the necessary permissions for the Project will be revised and finalized through the Preparatory Survey.

The PMU agreed to prepare necessary documents in a timely manner based on the information to be provided by the Team, and to submit them to relevant authorities for permissions.

#### 9-7. Further development of the Project area

Indian side stated that it would explore the opportunity for further development at the sites next to the Project site on their own budget, aiming at complementing the main hall building to be constructed by the Project. The future expansion plan was preliminarily studied by the Data Collection Survey and proposed to construct a Sub-hall for small size concerts, Art Gallery, Museum for Varanasi, Tourism Information Centre, Canteen, Meeting Rooms and Offices.

9-8. Expected outcomes and indicators

Both sides agreed that draft key indicators for expected outcomes are as follows.

[Quantitative indicators]

Indicator	Item	Number
Operation Indicator	Number of visitors at the facility	62,400 visitors/year Estimation: by applying the occupancy rate of 40%, the hall will be filled for events 146 days each year. The average duration of one event is 1.4 days, and 104 events will be organized per year. Approximately 50% of the hall is estimated to be filled by participants; therefore, 62,400 visitors are expected.
	Number of events at the facility	104 events/year Estimation: same as above
	Number of international events at the facility	12 events/year Estimation: 1 international event per month
Effect Indicator	Number of tourists	18,720 tourists/year Estimation: out of 62,400 visitors, 30% of visitors are estimated to be coming from outside Varanasi.

[Qualitative indicators]

- Improve international reputation of Varanasi
- Economic spill-over effects in local industries such as tourism, services, commerce, transportation, agriculture and finance
- Enhance social/ cultural/ academic level in Varanasi
- Strengthen local cultural activities
- Enhance relationship of Varanasi and Kyoto to promote mutual cooperation
- Support the capacity building of government staff through training programs

The Team will examine and adjust, if necessary, these draft indicators to correlate to the result of the Schematic Design. The Indian side will be responsible for the achievement of the key indicators targeted in year 2024 and shall monitor the progress based on those indicators.

9-9. Expected schedule of implementation of the Project

Both sides confirmed the expected schedule as follows;

- 1) Inviting bid: around February 2018
- 2) Award and Commencement of work: around June 2018.

The above schedule is tentative and subject to change.

10. Items Requested to the Indian Side to conduct the Preparatory Survey

MoHUA and the PMU shall, at its own expenses, provide the Team with the following items in cooperation with relevant authorities.

- 1) Provide the Team with available relevant data, information, and materials



necessary for the execution of the Survey.

- 2) Assign a full-time counterpart to the Team during their stay in India, to play the following roles as the coordinator for the Team:
  - Make the appointments and set up the meetings with the relevant authorities, departments, and other universities the Team intends to visit.
  - Attend the site survey and any other visiting place with the Team and arrange for convenient accommodations and work space, adequate transportation, permissions, etc. if required.
  - Assist and advise the Team for their collection of data and information as much as possible
- 3) Secure the permission to photograph and enter private property and restricted areas for the Team for proper execution of the Survey, if necessary.
- 4) Take any measures deemed necessary to secure the safety of the members of the Team.
- 5) Appoint an architect, structural engineer, GRIHA(Green Building Rating) consultant, and other necessary professionals to carry out the necessary formalities for approvals(including preparing documents, drawings and signing ) and their follow-up until the completion of the Project as required and necessary.

END

Annex 1 Project Site

Annex 2 Organization Chart and Required Power of the PMU

Annex 3 Japanese Grant

Annex 4 Project Monitoring Report (template)

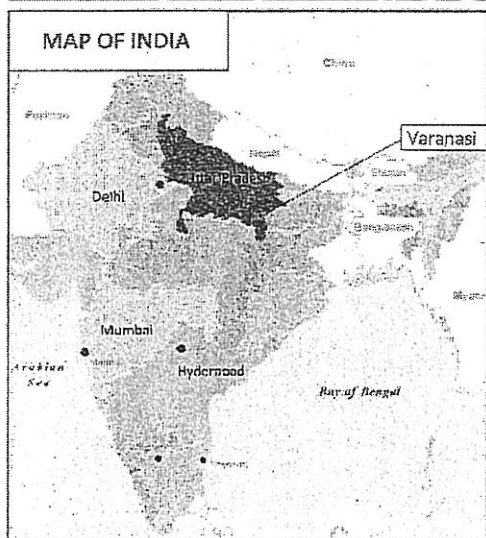
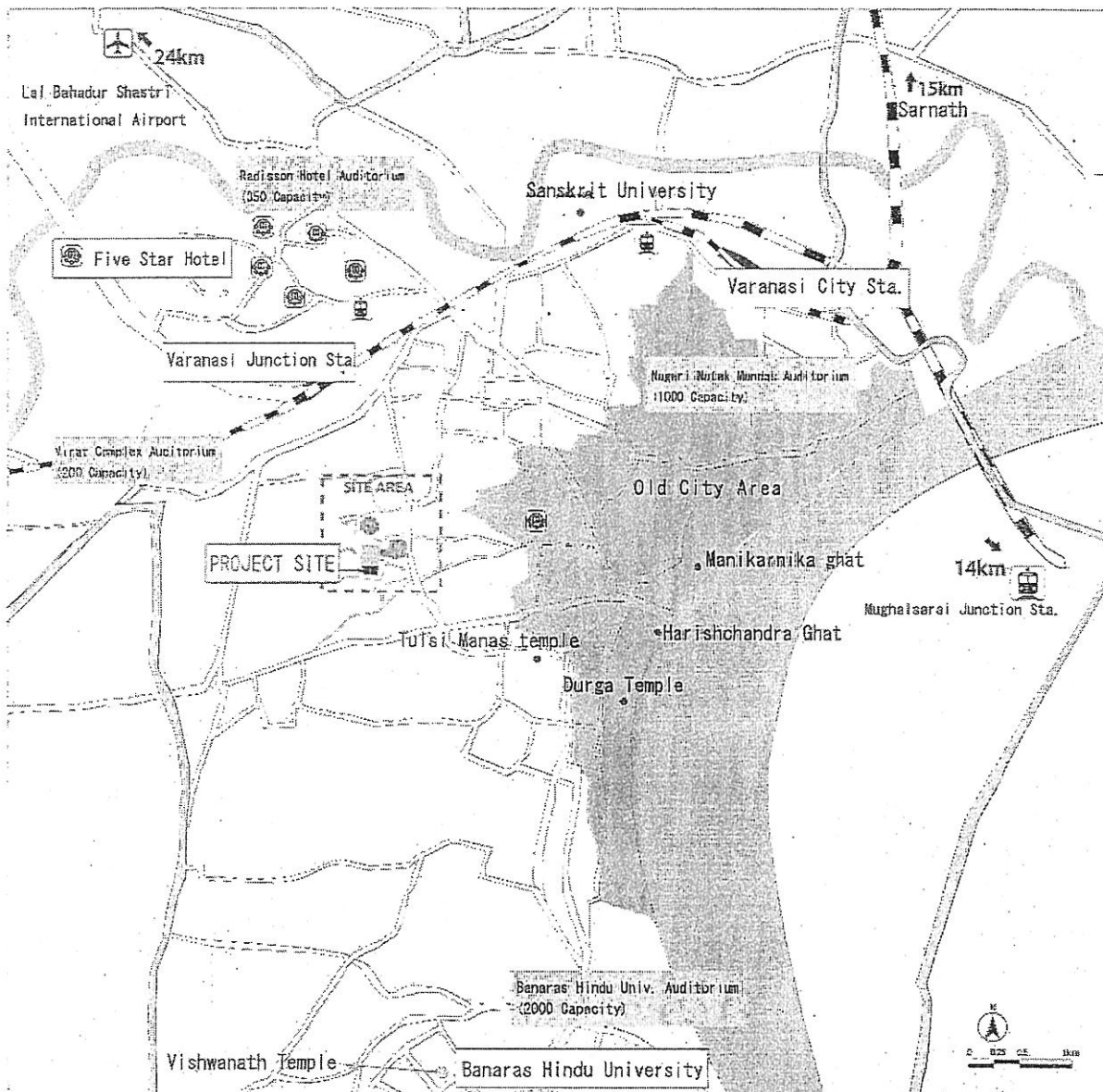
Annex 5 Major Undertakings to be taken by the Government of India

Annex 6 List of the necessary permissions for the Project

Annex 7 Extracts of descriptions about the consultant service under the Japanese Grants



Project Site



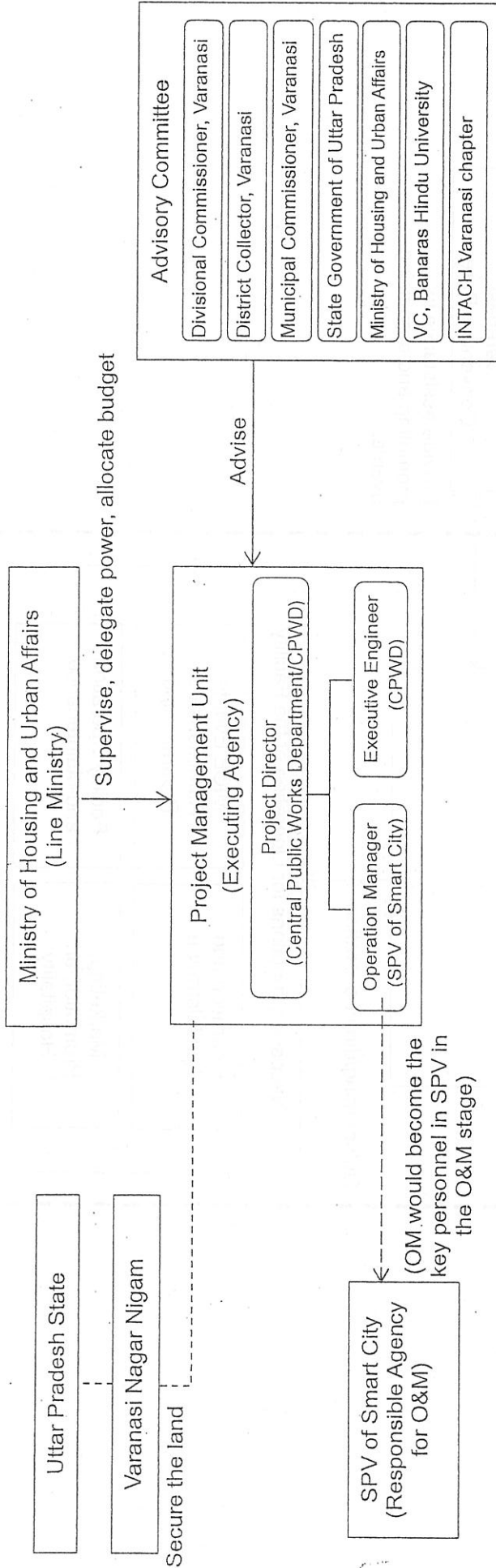
LOCATION MAP OF THE PROJECT SITE

(4)



Organization Chart

<Preparation and Implementation Stage>



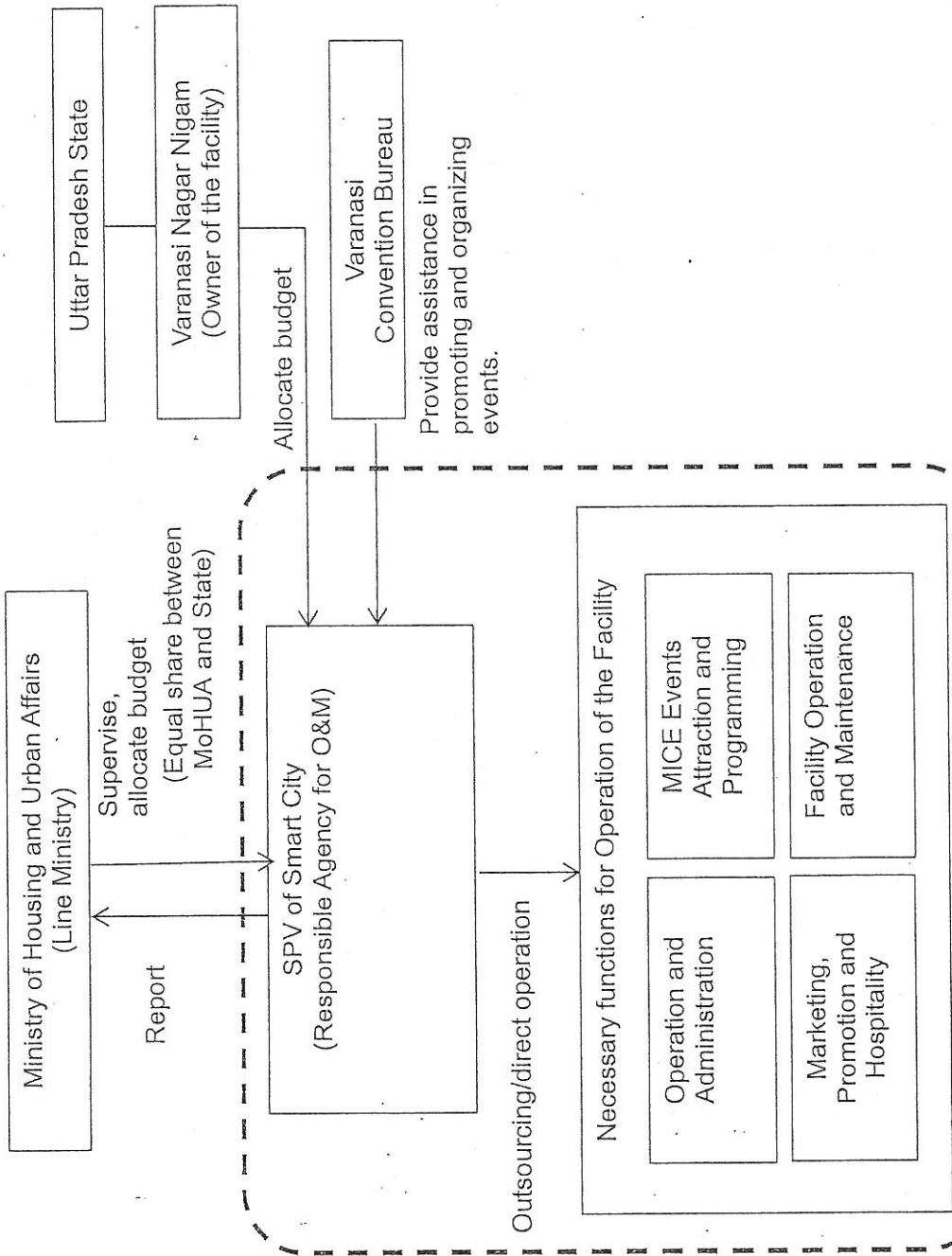
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Required power of the Project Management Unit

- Overall project management for the Project.
- PMU should have ability to directly and quickly coordinate with multi-stakeholders such as MoHUA, CPWD and VNN for smooth implementation of the Project.
- Direct coordination with MoHUA for important policy, function and design decisions.
- Coordinating with the relevant government agencies and authorities with assigned consultants for developing designs and tender documentation.
- Monitoring and approving design works of the assigned consultants.
- Preparing tender documents for the contractors with the assigned consultants.
- Coordinating with the relevant government agencies and authorities with the assigned consultants for construction works.
- Approving and administrating contracts, requests and invoices of the consultants and the contractor.
- Managing environmental and social considerations.
- Coordinating with VNN for land clearance including the dismantling of existing structures.
- Coordinating with financial institutions for the necessary arrangement of disbursements for the consultants and the contractor.
- Coordinating for exempting customs duties, internal taxes and other fiscal levies imposed on the consultants and the contractor.

Organization Chart

<Operation and Maintenance Stage>



O&M implementation structure will be planned through the Preparatory Survey

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## JAPANESE GRANT

The Japanese Grant is non-reimbursable fund provided to a recipient country (hereinafter referred to as “the Recipient”) to purchase the products and/or services (engineering services and transportation of the products, etc.) for its economic and social development in accordance with the relevant laws and regulations of Japan. Followings are the basic features of the project grants operated by JICA (hereinafter referred to as “Project Grants”).

### 1. Procedures of Project Grants

Project Grants are conducted through following procedures (See “PROCEDURES OF JAPANESE GRANT” for details):

(1) Preparation

- The Preparatory Survey (hereinafter referred to as “the Survey”) conducted by JICA

(2) Appraisal

- Appraisal by the government of Japan (hereinafter referred to as “GOJ”) and JICA, and Approval by the Japanese Cabinet

(3) Implementation

Exchange of Notes

- The Notes exchanged between the GOJ and the government of the Recipient

Grant Agreement (hereinafter referred to as “the G/A”)

- Agreement concluded between JICA and the Recipient

Banking Arrangement (hereinafter referred to as “the B/A”)

- Opening of bank account by the Recipient in a bank in Japan (hereinafter referred to as “the Bank”) to receive the grant

Construction works/procurement

- Implementation of the project (hereinafter referred to as “the Project”) on the basis of the G/A

(4) Ex-post Monitoring and Evaluation

- Monitoring and evaluation at post-implementation stage

### 2. Preparatory Survey

(1) Contents of the Survey

The aim of the Survey is to provide basic documents necessary for the appraisal of the the Project made by the GOJ and JICA. The contents of the Survey are as follows:

- Confirmation of the background, objectives, and benefits of the Project and also institutional capacity of relevant agencies of the Recipient necessary for the implementation of the Project.

- Evaluation of the feasibility of the Project to be implemented under the Japanese Grant from a technical, financial, social and economic point of view.
- Confirmation of items agreed between both parties concerning the basic concept of the Project.
- Preparation of an outline design of the Project.
- Estimation of costs of the Project.
- Confirmation of Environmental and Social Considerations

The contents of the original request by the Recipient are not necessarily approved in their initial form. The Outline Design of the Project is confirmed based on the guidelines of the Japanese Grant.

JICA requests the Recipient to take measures necessary to achieve its self-reliance in the implementation of the Project. Such measures must be guaranteed even though they may fall outside of the jurisdiction of the executing agency of the Project. Therefore, the contents of the Project are confirmed by all relevant organizations of the Recipient based on the Minutes of Discussions.

(2) Selection of Consultants

For smooth implementation of the Survey, JICA contracts with (a) consulting firm(s). JICA selects (a) firm(s) based on proposals submitted by interested firms.

(3) Result of the Survey

JICA reviews the report on the results of the Survey and recommends the GOJ to appraise the implementation of the Project after confirming the feasibility of the Project.

**3. Basic Principles of Project Grants**

(1) Implementation Stage

1) The E/N and the G/A

After the Project is approved by the Cabinet of Japan, the Exchange of Notes (hereinafter referred to as "the E/N") will be signed between the GOJ and the Government of the Recipient to make a pledge for assistance, which is followed by the conclusion of the G/A between JICA and the Recipient to define the necessary articles, in accordance with the E/N, to implement the Project, such as conditions of disbursement, responsibilities of the Recipient, and procurement conditions. The terms and conditions generally applicable to the Japanese Grant are stipulated in the "General Terms and Conditions for Japanese Grant (January 2016)."

2) Banking Arrangements (B/A) (See "Financial Flow of Japanese Grant (A/P Type)" for details)

- a) The Recipient shall open an account or shall cause its designated authority to open an account under the name of

④  
3

the Recipient in the Bank, in principle. JICA will disburse the Japanese Grant in Japanese yen for the Recipient to cover the obligations incurred by the Recipient under the verified contracts.

b) The Japanese Grant will be disbursed when payment requests are submitted by the Bank to JICA under an Authorization to Pay (A/P) issued by the Recipient.

3) Procurement Procedure

The products and/or services necessary for the implementation of the Project shall be procured in accordance with JICA's procurement guidelines as stipulated in the G/A.

4) Selection of Consultants

In order to maintain technical consistency, the consulting firm(s) which conducted the Survey will be recommended by JICA to the Recipient to continue to work on the Project's implementation after the E/N and G/A.

5) Eligible source country

In using the Japanese Grant disbursed by JICA for the purchase of products and/or services, the eligible source countries of such products and/or services shall be Japan and/or the Recipient. The Japanese Grant may be used for the purchase of the products and/or services of a third country as eligible, if necessary, taking into account the quality, competitiveness and economic rationality of products and/or services necessary for achieving the objective of the Project. However, the prime contractors, namely, constructing and procurement firms, and the prime consulting firm, which enter into contracts with the Recipient, are limited to "Japanese nationals", in principle.

6) Contracts and Concurrence by JICA

The Recipient will conclude contracts denominated in Japanese yen with Japanese nationals. Those contracts shall be concurred by JICA in order to be verified as eligible for using the Japanese Grant.

7) Monitoring

The Recipient is required to take their initiative to carefully monitor the progress of the Project in order to ensure its smooth implementation as part of their responsibility in the G/A, and to regularly report to JICA about its status by using the Project Monitoring Report (PMR).

8) Safety Measures

The Recipient must ensure that the safety is highly observed during the implementation of the Project.

9) Construction Quality Control Meeting

Construction Quality Control Meeting (hereinafter referred to as the "Meeting") will be held for quality assurance and smooth implementation of the Works at each stage of the Works. The member of the Meeting will be composed by the Recipient (or executing agency), the Consultant, the Contractor and JICA. The functions of the Meeting are as followings:

a) Sharing information on the objective, concept and conditions of design from the Contractor, before start of



construction.

- b) Discussing the issues affecting the Works such as modification of the design, test, inspection, safety control and the Client's obligation, during of construction.

(2) Ex-post Monitoring and Evaluation Stage

- 1) After the project completion, JICA will continue to keep in close contact with the Recipient in order to monitor that the outputs of the Project is used and maintained properly to attain its expected outcomes.
- 2) In principle, JICA will conduct ex-post evaluation of the Project after three years from the completion. It is required for the Recipient to furnish any necessary information as JICA may reasonably request.

(3) Others

1) Environmental and Social Considerations

The Recipient shall carefully consider environmental and social impacts by the Project and must comply with the environmental regulations of the Recipient and JICA Guidelines for Environmental and Social Considerations (April, 2010).

2) Major undertakings to be taken by the Government of the Recipient

For the smooth and proper implementation of the Project, the Recipient is required to undertake necessary measures including land acquisition, and bear an advising commission of the A/P and payment commissions paid to the Bank as agreed with the GOJ and/or JICA. The Government of the Recipient shall ensure that customs duties, internal taxes and other fiscal levies which may be imposed in the Recipient with respect to the purchase of the Products and/or the Services be exempted or be borne by its designated authority without using the Grant and its accrued interest, since the grant fund comes from the Japanese taxpayers.

3) Proper Use

The Recipient is required to maintain and use properly and effectively the products and/or services under the Project (including the facilities constructed and the equipment purchased), to assign staff necessary for this operation and maintenance and to bear all the expenses other than those covered by the Japanese Grant.

4) Export and Re-export

The products purchased under the Japanese Grant should not be exported or re-exported from the Recipient.

(4/3)

## Attachment 1

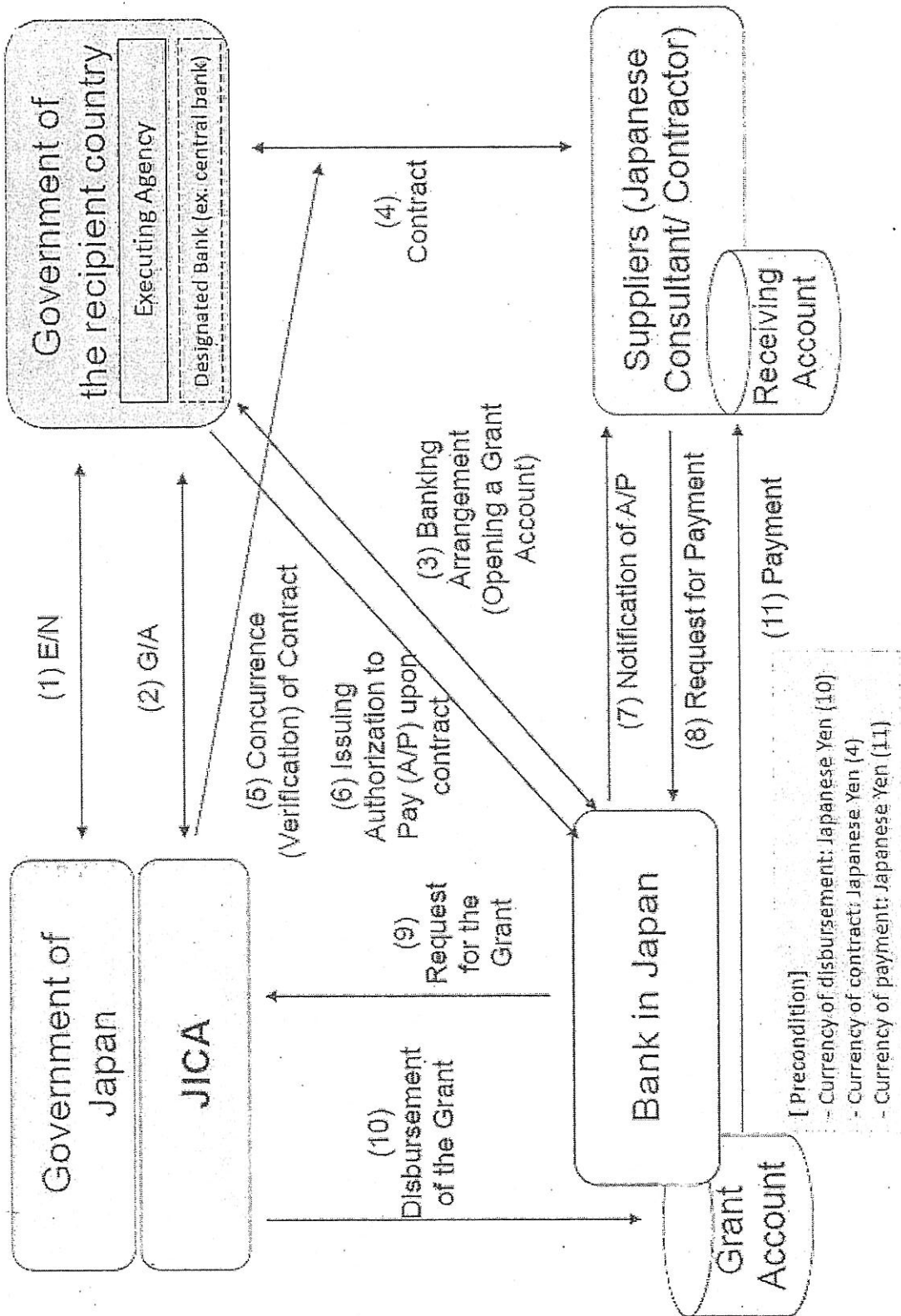
## PROCEDURES OF JAPANESE GRANT

Stage	Procedures	Remarks	Recipient Government	Japanese Government	JICA	Consultants	Contractors	Agent Bank
Official Request	Request for grants through diplomatic channel	Request shall be submitted before appraisal stage.	x	x				
1. Preparation	(1) Preparatory Survey Preparation of outline design and cost estimate		x		x	x		
2. Appraisal	(2) Preparatory Survey Explanation of draft outline design, including cost estimate, undertakings, etc.		x		x	x		
	(3) Agreement on conditions for implementation	Conditions will be explained with the draft notes (E/N) and Grant Agreement (G/A) which will be signed before approval by Japanese government.	x	x (E/N)	x (G/A)			
	(4) Approval by the Japanese cabinet			x				
3. Implementation	(5) Exchange of Notes (E/N)		x	x				
	(6) Signing of Grant Agreement (G/A)		x		x			
	(7) Banking Arrangement (B/A)	Need to be informed to JICA	x					x
	(8) Contracting with consultant and issuance of Authorization to Pay (A/P)	Concurrence by JICA is required	x			x		x
	(9) Detail design (D/D)		x			x		
	(10) Preparation of bidding documents	Concurrence by JICA is required	x			x		
	(11) Bidding	Concurrence by JICA is required	x			x	x	
	(12) Contracting with contractor/supplier and issuance of A/P	Concurrence by JICA is required	x				x	x
4. Ex-post monitoring & evaluation	(13) Construction works/procurement	Concurrence by JICA is required for major modification of design and amendment of contracts.	x			x	x	
	(14) Completion certificate		x			x	x	
	(15) Ex-post monitoring	To be implemented generally after 1, 3, 10 years of completion, subject to change	x		x			
	(16) Ex-post evaluation	To be implemented basically after 3 years of completion	x		x			

notes:

1. Project Monitoring Report and Report for Project Completion shall be submitted to JICA as agreed in the G/A.
2. Concurrence by JICA is required for allocation of grant for remaining amount and/or contingencies as agreed in the G/A.

Financial Flow of Japanese Grant (A/P Type)



(3)



**Project Monitoring Report**  
on  
**Project Name**  
**Grant Agreement No. XXXXXXXX**  
20XX, Month

Organizational Information

<b>Signer of the G/A (Recipient)</b>	_____ Person in Charge (Designation) _____ _____ Contacts      Address: _____ Phone/FAX: _____ Email: _____
<b>Executing Agency</b>	_____ Person in Charge (Designation) _____ _____ Contacts      Address: _____ Phone/FAX: _____ Email: _____
<b>Line Ministry</b>	_____ Person in Charge (Designation) _____ _____ Contacts      Address: _____ Phone/FAX: _____ Email: _____

General Information:

<b>Project Title</b>	
<b>E/N</b>	Signed date: Duration:
<b>G/A</b>	Signed date: Duration:
<b>Source of Finance</b>	Government of Japan: Not exceeding JPY _____ mil. Government of (_____): _____

(13)

**1: Project Description**

1-1 Project Objective

--

1-2 Project Rationale

- Higher-level objectives to which the project contributes (national/regional/sectoral policies and strategies)
- Situation of the target groups to which the project addresses

--

1-3 Indicators for measurement of "Effectiveness"

Quantitative indicators to measure the attainment of project objectives		
Indicators	Original (Yr )	Target (Yr )
Qualitative indicators to measure the attainment of project objectives		

**2: Details of the Project**

2-1 Location

Components	Original <i>(proposed in the outline design)</i>	Actual
1.		

2-2 Scope of the work

Components	Original* <i>(proposed in the outline design)</i>	Actual*
1.		

Reasons for modification of scope (if any).

(PMR)
-------



2-3 Implementation Schedule

Items	Original		Actual
	(proposed in the outline design)	(at the time of signing the Grant Agreement)	

Reasons for any changes of the schedule, and their effects on the project (if any)

--

2-4 Obligations by the Recipient

2-4-1 Progress of Specific Obligations

See Attachment 2.

2-4-2 Activities

See Attachment 3.

2-4-3 Report on RD

See Attachment 11.

2-5 Project Cost

2-5-1 Cost borne by the Grant(Confidential until the Bidding)

Components			Cost (Million Yen)	
	Original (proposed in the outline design)	Actual (in case of any modification)	Original <sup>1),2)</sup> (proposed in the outline design)	Actual
	1.			
Total				

Note: 1) Date of estimation:  
 2) Exchange rate: 1 US Dollar = Yen

2-5-2 Cost borne by the Recipient

Components			Cost (1,000 Taka)	
	Original (proposed in the outline design)	Actual (in case of any modification)	Original <sup>1),2)</sup> (proposed in the outline design)	Actual
	1.			

- Note: 1) Date of estimation:  
 2) Exchange rate: 1 US Dollar =

Reasons for the remarkable gaps between the original and actual cost, and the countermeasures (if any)

(PMR)

**2-6 Executing Agency**

- Organization's role, financial position, capacity, cost recovery etc,
- Organization Chart including the unit in charge of the implementation and number of employees.

Original (at the time of outline design) name: role: financial situation: institutional and organizational arrangement (organogram): human resources (number and ability of staff):
Actual (PMR)

**2-7 Environmental and Social Impacts**

- The results of environmental monitoring based on Attachment 5 (in accordance with Schedule 4 of the Grant Agreement).
- The results of social monitoring based on in Attachment 5 (in accordance with Schedule 4 of the Grant Agreement).
- Disclosed information related to results of environmental and social monitoring to local stakeholders (whenever applicable).

**3: Operation and Maintenance (O&M)**

**3-1 Physical Arrangement**

- Plan for O&M (number and skills of the staff in the responsible division or section, availability of manuals and guidelines, availability of spareparts, etc.)

Original (at the time of outline design)
Actual (PMR)

**3-2 Budgetary Arrangement**

- Required O&M cost and actual budget allocation for O&M

Original (at the time of outline design)
--

Actual (PMR)

**4: Potential Risks and Mitigation Measures**

- Potential risks which may affect the project implementation, attainment of objectives, sustainability
- Mitigation measures corresponding to the potential risks

Assessment of Potential Risks (at the time of outline design)

Potential Risks	Assessment
1. (Description of Risk)	Probability: High/Moderate/Low
	Impact: High/Moderate/Low
	Analysis of Probability and Impact:
	Mitigation Measures:
	Action required during the implementation stage:
2. (Description of Risk)	Probability: High/Moderate/Low
	Impact: High/Moderate/Low
	Analysis of Probability and Impact:
	Mitigation Measures:
	Action required during the implementation stage:
3. (Description of Risk)	Probability: High/Moderate/Low
	Impact: High/Moderate/Low
	Analysis of Probability and Impact:
	Mitigation Measures:
	Action required during the implementation stage:

	Contingency Plan (if applicable):
Actual Situation and Countermeasures	
(PMR)	

**5: Evaluation and Monitoring Plan (after the work completion)**

**5-1 Overall evaluation**

Please describe your overall evaluation on the project.

**5-2 Lessons Learnt and Recommendations**

Please raise any lessons learned from the project experience, which might be valuable for the future assistance or similar type of projects, as well as any recommendations, which might be beneficial for better realization of the project effect, impact and assurance of sustainability.

**5-3 Monitoring Plan of the Indicators for Post-Evaluation**

Please describe monitoring methods, section(s)/department(s) in charge of monitoring, frequency, the term to monitor the indicators stipulated in 1-3.

Attachment

1. Project Location Map
2. Specific obligations of the Recipient which will not be funded with the Grant
3. Monthly Report submitted by the Consultant
- Appendix - Photocopy of Contractor's Progress Report (if any)
  - Consultant Member List
  - Contractor's Main Staff List
4. Check list for the Contract (including Record of Amendment of the Contract/ Agreement and Schedule of Payment)
5. Environmental Monitoring Form / Social Monitoring Form
6. Monitoring sheet on price of specified materials (Quarterly)
7. Report on Proportion of Procurement (Recipient Country, Japan and Third Countries) (PMR (final) only)
8. Pictures (by JPEG style by CD-R) (PMR (final) only)
9. Equipment List (PMR (final) only)
10. Drawing (PMR (final) only)
11. Report on RD (After project)

(4/7)

Monitoring sheet on price of specified materi

1. Initial Conditions (Confirmed)

Items of Specified Materials	Initial Volume A	Initial Unit Price (¥) B	Initial total Price C=A×B	1% of Contract Price D	Condition of payment Price (Decreased) E=C-D	Condition of payment Price (Increased) F=C+D
Item 1	●●t	●	●●	●●	●●	●●
Item 2	●●t	●●	●●	●●		
Item 3						
Item 4						
Item 5						

2. Monitoring of the Unit Price of Specified Materials

(1) Method of Monitoring : ●●

(2) Result of the Monitoring Survey on Unit Price for each specified materials

Items of Specified Materials	1st month, 2015	2nd month, 2015	3rd month, 2015	4th	5th	6th
Item 1						
Item 2						
Item 3						
Item 4						
Item 5						

(3) Summary of Discussion with Contractor (if necessary)

④



Report on Proportion of Procurement (Recipient Country, Japan and Third Countries)  
 (Actual Expenditure by Construction and Equipment each)

	Domestic Procurement (Recipient Country) A	Foreign Procurement (Japan) B	Foreign Procurement (Third Countries) C	Total D
Construction Cost	(A/D%)	(B/D%)	(C/D%)	
Direct Construction Cost	(A/D%)	(B/D%)	(C/D%)	
others	(A/D%)	(B/D%)	(C/D%)	
Equipment Cost	(A/D%)	(B/D%)	(C/D%)	
Design and Supervision Cost	(A/D%)	(B/D%)	(C/D%)	
Total	(A/D%)	(B/D%)	(C/D%)	

3/4

## Major Undertakings to be taken by the Government of India

## Specific obligations of the Government of India which will not be funded with the Grant

## (1) Before the Tender

NO	Items	Deadline	In charge	Estimated Cost	Ref.
1	To open bank account (B/A)	within 1 month after the signing of the G/A	<del>XXX</del>		
2	To issue A/P to a bank in Japan (the Agent Bank) for the payment to the consultant	within 1 month after the signing of the contract	PMU		
3	To secure and clear the following land 1) secure project site (10,020m2) 2) remove existing facilities and utilities (Mayor's Office, Sadan Building, Garbage Station)	before notice of the bidding document	VNN and UP State		
4	To obtain the planning, zoning, building permit	before notice of the bidding document	PMU		
5	To submit a Form-1A with environment mitigation and monitoring plan for the Project to the State Environment Management Office, and secure the necessary budget for its implementation.	before notice of the bidding document	PMU		
6	To submit Project Monitoring Report (with the result of Detail Design) to JICA	before preparation of bidding documents	PMU		

(B/A: Banking Arrangement, A/P: Authorization to pay, N/A: Not Applicable)

## (2) During the Project Implementation

NO	Items	Deadline	In charge	Estimated Cost	Ref.
1	To issue A/P to a bank in Japan (the Agent Bank) for the payment to the Supplier(s)	within 1 month after the signing of the contract(s)	PMU		
2	To bear the following commissions to a bank in Japan for the banking services based upon the B/A 1) Advising commission of A/P 2) Payment commission for A/P	within 1 month after the signing of the contract(s) every payment	PMU PMU		
3	To ensure prompt unloading and customs clearance at ports of disembarkation in recipient country and to assist the Supplier(s) with internal transportation therein	during the Project	PMU		
4	To accord Japanese nationals and/or physical persons of third countries whose services may be required in connection with the supply of the products and the services such facilities as may be necessary for their entry into the country of the Recipient and stay therein for the performance of their work	during the Project	PMU		
5	To ensure that customs duties, internal taxes and other fiscal levies which may be imposed in the country of the Recipient with respect to the purchase of the products and/or the services [be exempted/be borne by its designated authority without using the Grant];	during the Project	PMU		

③

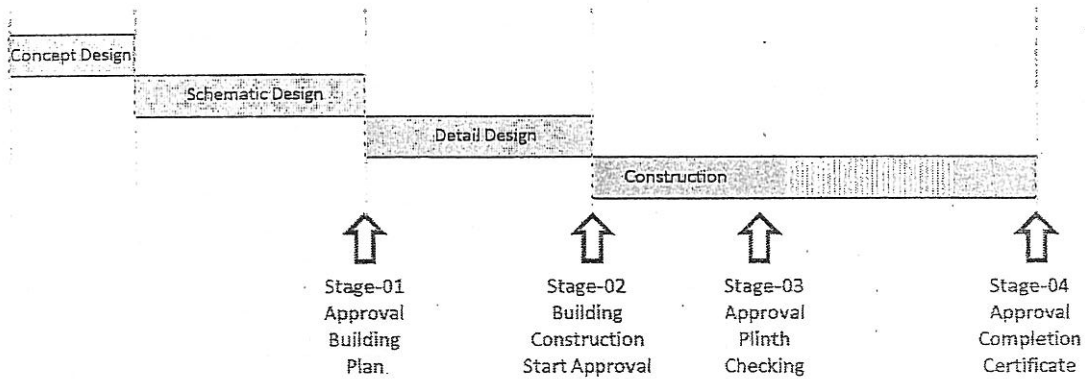
NO	Items	Deadline	In charge	Estimated Cost	Ref.
6	To bear all the expenses, other than those covered by the Grant, necessary for the implementation of the Project	during the Project	PMU		
7	1) To submit Project Monitoring Report to JICA	every month	PMU		
	2) To submit Project Monitoring Report (final) to JICA	within one month after signing of Certificate of Completion for the works under the contract(s)	PMU		
8	To submit a report concerning completion of the Project to JICA	within six months after completion of the Project	PMU		
9	To provide facilities for distribution of electricity, water supply and drainage and other incidental facilities necessary for the implementation of the Project outside the site				
	1) Electricity The distributing line to the site	before start of the construction	PMU		
	2) Water Supply The city water distribution main to the site	6 months before completion of the construction	PMU		
	3) Drainage The city drainage main ( for storm, sewer and others ) to the site	6 months before completion of the construction	PMU		
	4) Furniture and Equipment General furniture	1 month before completion of the construction	PMU		
10	To take necessary measure for safety construction - traffic control	during the construction	PMU		
11	To establish organization for operation of the facility, and prepare for operation	during the construction	<del>PMU</del>		

## (3) After the Project

NO	Items	Deadline	In charge	Estimated Cost	Ref.
1	To maintain and use properly and effectively the facilities constructed and equipment provided under the Grant Aid	After completion of the construction	SPV, VNN and UP State		
	1) Allocation of maintenance cost				
	2) Operation and maintenance structure				
	3) Routine check/Periodic inspection				

Annex 6

List of the necessary permissions for the Project



Stage	Approvals	Authority/ Organization
Stage 1 At Building Plan Approval Stage	<ol style="list-style-type: none"> <li>1) Approval from the local authority and local body under the provisions of the Local Building Bye-laws, Master plan and Local Body Acts.</li> <li>2) A No Objection Certificate (NOC) from the National Monument Authority (NMA)/ Archaeological Survey of India (ASI), when the entire project site or part(s) of it are within a 300 meter radius from the declared boundary of monument protected under the Ancient Monument Act.</li> <li>3) Approval from the Tree Authority Committee of the Municipal Corporation if proposing tree cutting/ felling and transplantation at the site &amp; protection of the rare tree species.</li> <li>4) An Approval/Fire Safety Certificate from the Chief Fire Officer (CFO) (municipal) for the proposals at layout plan stage as stipulated in the local building bye-laws and National Building Code (NBC).</li> <li>5) Environmental clearance is required from the Ministry of Environment and Forests and Climate Change (MOEF)/ State level expert committee for all building / construction projects that have a built up area of more than 5,000 m<sup>2</sup>.</li> <li>6) Various NOCs from appropriate authorities: District Police Commissioner for auditorium/ theatre/ large hall with seating capacity of more than 50 persons to be used for public amusement, from the Power distributing/ supply agency, water supply agency, Storm Water &amp; Drain Department/ Sewerage Department etc. for supply of necessary utilities both during and after construction.</li> </ol>	<p>VDA</p> <p>National Monument Authority (NMA)/ Archaeological Survey of India (ASI)</p> <p>VNN</p> <p>CFO</p> <p>MOEF</p> <p>Various Authorities</p>
Stage 2 Approval for Starting of Construction Stage	- The owner/ applicant who has been granted a building permit shall inform the local Authority in writing at least 7 days before starting of construction work at the site in the prescribed form. An acknowledgement needs to be obtained from the Authority of this notice.	VDA/VNN
Stage 3 Approval for Plinth Completion Stage	- Plinth Level Notice (information of completion of work up to plinth level in the prescribed format along with requisite documents, fee and charges mentioned therein) is required to be submitted by every owner/ lessee to the local authority (VDA/VNN).	VDA/VNN
Stage 4 Completion-cum-occupancy certificate stage	<ol style="list-style-type: none"> <li>1) An Approval/Fire Safety Certificate is required from the Chief Fire Officer (CFO) (municipal) for the proposals at completion stage to confirm adherence to the related local building bye-laws and National Building Code (NBC).</li> <li>2) A Completion-cum-Occupancy Certificate is required from the local body/ authority before the occupation of a building or part of a building for any purpose.</li> <li>3) Certain NOCs may be required with regards to utility services before granting Completion-cum-Occupancy Certificate when lifts are installed in a building.</li> </ol>	<p>CFO</p> <p>VDA/VNN</p>

(4)

## Annex 7

## Extracts of descriptions about the consultant service under the Japanese Grants

## Procurement Guidelines for the Japanese Grants (January 2016)

## Section 2.02 Responsibilities of Consultants

- (1) Consultants shall render services to the Recipient by exercising all reasonable skill, care, due diligence and sound technical judgment in the discharge of their duties. Consultants are responsible for the accuracy and completeness of its work.
- (2) In all professional matters a consultant is to act as a faithful adviser to the Recipient. The Recipient may, however, in the case of supervision of work and/or management aspects, delegate to a consultant a certain range of authority to act on its behalf. The nature of and the limits to such delegation of authority to the consultant, as well as the scope and the nature of the responsibilities which the consultant is to assume shall be clearly defined in the contract between the Recipient and the consultant.
- (3) In the case of a difference of opinion between the Recipient and the consultant on any important matters involving professional judgment that might affect the proper evaluation or execution of the project, the Recipient shall allow the consultant to submit promptly to the Recipient a written report and, simultaneously, to submit a copy to JICA. The Recipient shall forward the report to JICA with its comments in time to allow JICA to study it and communicate with the Recipient before any irreversible steps are taken in the matter. In cases of urgency, a consultant shall have the right to request the Recipient and/or JICA that the matter be discussed immediately between the Recipient and JICA. This provision shall be stated in the contract between the Recipient and the consultant.

Source: Procurement Guidelines for the Japanese Grants (January 2016)

[https://www.jica.go.jp/activities/schemes/grant\\_aid/guideline/ku57pq00000sby3v-att/type01\\_en\\_1.pdf](https://www.jica.go.jp/activities/schemes/grant_aid/guideline/ku57pq00000sby3v-att/type01_en_1.pdf)

## Form of Consultant Agreement under JICA's Grants (January 2016)

Appendix 1: SCA-2.1 Scope of the Service [Example: the project including construction and procurement]

Note: The scope of service shall be specified in accordance with the contents of the Project and discussion on the terms of reference during the preparatory study.

## 1. Scope of the Service

The Service shall consist of the following services:

(1) All stages

1) Concurrence of and reporting to JICA

The Consultant shall assist the Client in obtaining the concurrence from and furnishing the progress and final report with JICA in accordance with the G/A and Applicable Guidelines. The assistance shall include the followings:

- (a) Preparing or reviewing the required documents and the progress reports in accordance with the G/A and Applicable Guidelines,
- (b) Submitting to JICA the required documents for review and concurrence or the progress reports,
- (c) Responding to the inquiry or clarification requested by JICA, and
- (d) The Consultant on behalf of the Client may coordinate with JICA.

2) Undertaking by the Client

The Consultant shall monitor the progress of the undertaking by the Client stipulated in the G/A and the Government of the Recipient Country and should take appropriate action to expedite progress if necessary for smooth implementation of the Project.

3) Reporting of event

Reporting to the Client and JICA promptly the occurrence of any accident in connection with the Project

4) Liaising with JICA

Liaising all the time with JICA on any issue which JICA may require under the relevant guidelines.

(2) Design stage

1) The Consultant shall:

- (a) Conduct the detailed research and design survey,
- (b) Carry out detailed design including design calculation and quantification of work volume of the works,
- (c) On behalf of the Client prepare bid documents including instruction to bidders, form of bid, conditions of contract, specifications, drawings, appendices and other relevant document (if any), and
- (d) Ensure that all the design is in accordance with the agreed standards or appropriate international standards.

2) The Consultant shall ensure that the bidding document shall clearly state the safety requirements in compliance with applicable Laws and relevant international standards, and in accordance with "the Guidance for the Management of Safety for Construction Works in Japanese ODA Projects of JICA".

(3) Bidding Stage

The Consultant shall :

- 1) Assist the Client in carrying out the pre-qualification of applicants for the bidding (if applicable),
- 2) Assist the Client in tendering procedures and in evaluation of the bids,
- 3) Assist the Client in awarding the Contract to the successful bidder and in negotiating on the Contract with the bidder, including further elaboration on the construction schedule and personnel dispatch schedule,
- 4) On behalf of the Client prepare the contract documents to be signed by the Client and the Contractor, and
- 5) Have the custody of the advance payment security and/or performance security submitted by the Contractor

(4) Construction, Procurement, Installation, and Operation training by the Contractor Stage

The Consultant shall provide supervisory services for the Project to ensure that the works executed by the

Contractor under the Project are in accordance with the contract between the Client and the Contractor.

The supervisory services shall include the followings:

- (a) Organizing a supervisory team and elaborating the supervision plan for the Project,
- (b) Carrying out of inspections and testing of the works, materials and equipment on and off the site including manufacturer's inspections,
- (c) Reviewing and giving approval, consent or comment as appropriate to the following documents;
  - construction schedule and revised construction schedule,
  - construction plan (method statement),
  - quality assurance and quality control documents,
  - health safety and environment management documents,
  - shop drawings, samples and catalogues,
  - other relevant document submitted by the Contractor,
- (d) Issuing notices, certificates and instructions as appropriate,
- (e) Carrying out research and investigations, if required, and issuing information and/or drawings, if necessary,
- (f) Interpreting and explaining ambiguities and/or discrepancies in the documents forming the Contract and issue necessary clarifications or instructions,
- (g) Supervising the Contractor to perform in efficient and appropriate manner,
- (h) Supervising the Contractor to perform his work all the time in safety and hygiene conditions,
- (i) Obtaining permissions, consent and/or approval from the Client, if required,
- (j) In coordination with the Client, obtaining permissions, consent and/or approval from the relevant authorities,
- (k) Reporting progress of the Project, As-built documents, and manuals as required in the contract to the Client and/or JICA,
- (l) Coordinating and organizing management meetings among the Client, Contractor and other relevant third parties,
- (m) Assisting the Client to modify or amend the Contract[ and/or any other contract concerning the Project to which the Client is a party except for Consultant Agreement],
- (n) Assisting the Client to manage and settle difference or claims of the Contractor and to resolve disputes between the Client and Contractor,
- (o) Performing Test on Completion,
- (p) Conducting search over the defects before the expiry of Defect Notification Period and inspection and/or confirmation of remedial work done by the Contractor during the Defect Notification Period, and {for the project establishing the quality control meeting}
- (q) {Providing technical and secretarial services for conducting the construction quality control meeting among the Client, the Contractor and the relevant organizations.}

{For the project including procurement of equipment, insert the following clause in (4) 1 } .}

(\* ) Conducting a pre-shipment inspection of the equipment and materials procured which shall be carried out by an inspection agency assigned by the Consultant.

{For the project including operation training by the Contractor, insert the following clause in (4) 1) }

(\* The Consultant shall supervise and confirm completion of the operation training by the Contractor.

(5) Assistance in the start-up or operation and maintenance stage

The Consultant shall assist the Client to ensure the smooth (operation and maintenance of the (equipment)) (and/or) (operation, maintenance and management of the (name of target facilities)).

(a).The Consultant shall submit the implementation plan to the Client for approval.

(b) The Consultant shall conduct the activities in accordance with the plan and report to the Client regularly on the progress of the activities.

(c)The Consultant shall submit the final report to the Client.

2.The scope of the Service prescribed in Paragraph 1 above shall be limited to the following items for the Project.

(1) Construction works  
-

(2) Procurement works of the Equipment  
-  
-

(3) Installation works of the Equipment  
-  
-

(4) Operation training by the Contractor  
-  
-

(5) Assistance in the start-up or operation and maintenance  
-  
-

Note: Describe the scope of the Project which will be the scope of the Work under the Contract.

3. The scope of the Service prescribed in Paragraph 1 may not be modified without the written agreement of the Parties.

END

Source: Form of Consultant Agreement under JICA's Grants (January 2016)  
[https://www.jica.go.jp/activities/schemes/grant\\_aid/guideline/format/consultant/ku57pq00000yr8x6-att/consultant\\_form.pdf](https://www.jica.go.jp/activities/schemes/grant_aid/guideline/format/consultant/ku57pq00000yr8x6-att/consultant_form.pdf)

(4/3)




## Appendix 4-2 Minutes of Discussions (December, 2017)

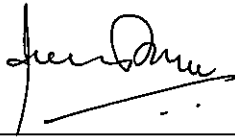
**Minutes of Discussions**  
**on the Preparatory Survey for the Project for Construction of the International**  
**Cooperation and Convention Center in Varanasi**  
**(Explanation on Draft Preparatory Survey Report)**

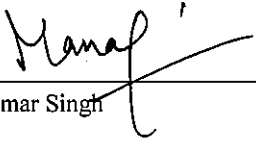
New Delhi, 1<sup>st</sup> December, 2017


With reference to the minutes of discussions signed between the Indian side and the Japan International Cooperation Agency (hereinafter referred to as "JICA") on 12 July 2017 and in response to the request from the Government of India (hereinafter referred to as "GoI") dated 16 January 2017, JICA dispatched the Preparatory Survey Team (hereinafter referred to as "the Team") for the explanation of Draft Preparatory Survey Report (hereinafter referred to as "the Draft Report") for the Project for Construction of the International Cooperation and Convention Center in Varanasi (hereinafter referred to as "the Project"), headed by Mr. Masahiko Egami, Acting Director, Urban and Regional Development Group, Infrastructure and Peacebuilding Department, JICA from 27 November to 1 December, 2017.

As a result of the discussions, both sides agreed on the main items described in the attached sheets.


  
 \_\_\_\_\_  
 Masahiko Egami  
 Leader  
 Preparatory Survey Team  
 Japan International Cooperation Agency  
 Japan


  
 \_\_\_\_\_  
 Sumit Gakhar  
 Under Secretary  
 Ministry of Housing and Urban Affairs  
 Government of India

  
 \_\_\_\_\_  
 Manoj Kumar Singh  
 Principal Secretary  
 Urban Development, Urban Employment and  
 Poverty Alleviation Department  
 Government of Uttar Pradesh

  
 \_\_\_\_\_  
 Nitin Bansal  
 Municipal Commissioner, Varanasi Nagar Nigam  
 CEO of SPV for Smart City  
 Government of Uttar Pradesh

**Witness**

  
 \_\_\_\_\_  
 S. Selvakumar  
 Joint Secretary  
 Department of Economic Affairs  
 Ministry of Finance  
 Government of India

  
 \_\_\_\_\_  
 R.P. Singh  
 Project Director  
 Project Management Unit for the Project

## ATTACHMENT

### 1. Project Name

Both sides confirmed the title of the Preparatory Survey has been changed to “the Preparatory Survey for the Project for Construction of the International Cooperation and Convention Center in Varanasi”, which is consistent with the Exchange of Notes signed between the GoI and the GoJ on 14 September, 2017.

### 2. Contents of the Draft Report

After the explanation of the contents of the Draft Report by the Team, the Indian side agreed to its contents. Ministry of Housing and Urban Affairs (MoHUA) shall report the contents of the Draft Report to the Prime Minister’s Office for confirmation.

### 3. Project Cost

Both sides confirmed that the amount of the grant for the Project has been fixed by the Grant Agreement (G/A) between the GoI and JICA signed on 15 September 2017 and that the contingency would cover the additional cost against natural disaster, unexpected natural conditions, etc.

The Team explained the detailed project cost will be estimated by the Preparatory Survey and reported to the Indian side.

### 4. Confidentiality of the technical specifications

Both sides confirmed that the technical specifications in the Draft Report should never be duplicated or disclosed to any third parties until all the contracts under the Project are concluded.

### 5. Timeline for the project implementation

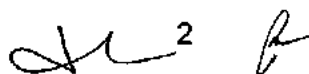
The timelines will be as communicated earlier.

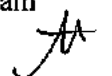
### 6. Obligations of the Indian side

Both sides confirmed the details of obligations of the Indian sides described in the Schedule 4 of the G/A for the Project.

#### 6-1. Tax and duties exemption/refund

With regard to exemption of customs duties, internal taxes and other fiscal levies as stipulated in “No.5, 2) during Project Implementation” of Schedule 4 of the G/A, both sides confirmed that the necessary procedures for tax exemption or refund as attached in Annex 2 shall be finalized and clarified in the bid documents. The Indian side assured the Uttar Pradesh State Government will refund all of tax and duties except the items central government is able to exempt or refund. The Team





requested Indian side to confirm the items to be exempted by the central government and JICA will issue a clarification letter to the Department of Economic Affairs (DEA) of the Ministry of Finance and request to reply by the end of December 2017.

6-2. Securing and clearance of land

Both sides confirmed the project site shall be cleared by the end of December 2017. The Team requested Varanasi Nagar Nigam (VNN) and the Project Management Unit (PMU) to secure a temporary construction yard approximately 1,000m<sup>2</sup>. The PMU shall find the suitable land and report the result to JICA by the end of December, 2017.

6-3. Clearance of relevant bye-laws, guidelines and building codes

Both sides confirmed the necessary permissions and its progress for implementation of the Project in compliance with relevant bye-laws, guidelines and building codes as described in Annex 3. The PMU agreed to prepare necessary documents in a timely manner based on the information to be provided by the Team, and to submit them to relevant authorities for permissions.

6-4. Required Environmental and Social Consideration Procedures

The Indian side confirmed to complete the necessary procedures in compliance with the Environmental Impact Assessment Notification-2006 before the bidding stage. The PMU shall finalize Form 1A, an Environmental Management Plan with Mitigation Measures and an Environmental Monitoring Plan, and a Self-Declaration Form, and submit to the State Environment Management Office along with specified fees for the environmental clearance by the end of December 2017.

6-5. Budget Provision by the GoI

The MoHUA/CPWD agreed to make budget provision for the capital expenditure and annual operation and maintenance cost for the Project. Urban Development, Urban Employment and Poverty Alleviation Department, Uttar Pradesh State Government agreed to make budget provision for the tax and duties refund and associated expenditure for the Project.

6-6. Opening bank account (B/A)

The PMU shall contact DEA to clarify whether a dedicated B/A for the Project is necessary or not. The PMU shall request DEA to conclude the banking arrangement and open a B/A for the Project by the end of December 2017, in case it is necessary.

7. Items and measures to be considered for the smooth implementation of the Project

Both sides confirmed the items and measures to be considered for the smooth implementation of the Project as follows:

7-1. Power delegation to the PMU

The PMU for the Project, which was established by MoHUA on 20<sup>th</sup> June, 2017, is the executing agency for the Project. Both sides confirmed that MoHUA has officially delegated sufficient power as listed below and allocate necessary

3/

budget to the PMU.

<Delegated Power of the PMU>

- Overall project management for the Project.
- Ability to directly and quickly coordinate with multi-stakeholders, such as MoHUA, Central Public Works Department (CPWD) and VNN, for smooth implementation of the Project.
- Direct coordination with MoHUA for important policy, function and design decisions.
- Coordinating with the relevant government agencies and authorities with assigned consultants for developing designs and tender documentation.
- Monitoring and approving design works of the assigned consultants.
- Preparing tender documents for the contractors with the assigned consultants.
- Coordinating with the relevant government agencies and authorities with the assigned consultants for construction works.
- Approving and administrating contracts, requests and invoices of the consultants and the contractor.
- Managing environmental and social considerations.
- Coordinating with VNN for land clearance including the dismantling of existing structures.
- Coordinating with financial institutions for the necessary arrangement of disbursements for the consultants and the contractor.
- Coordinating for exempting customs duties, internal taxes and other fiscal levies imposed on the consultants and the contractor.

7-2. Establishment of the organizational structure for operation and maintenance

The Indian side explained the organizational structure plan for management, operation and maintenance of the facility as attached in Annex 4. The MoHUA shall finalize the organizational structure (including the type of organization, such as corporation, society, trust, etc., and personnel assignment) by the end of December 2017, establish it and assign sufficient personnel, and then formulate business management plan to ensure sustainable operation and maintenance.

7-3. Technical assistance (“Soft Component” of the Project)

Considering the sustainable operation and maintenance of the products and services granted through the Project, technical assistance is planned under the Project as described in the Draft Report. The Indian side confirmed to deploy necessary number of counterparts who are appropriate and competent in terms of its purpose of the technical assistance.

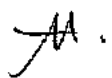
7-4. Budget allocation for Management, Operation and Maintenance of the facility

The Team explained that the facility would not be financially sustainable to cover the running cost and it will need financial support for management, operation and maintenance, according to the projection described in the Draft Report. Taking into account this matter, both sides confirmed that the MoHUA shall bear the necessary cost for management, operation and maintenance of the facility.

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8. Expected outcomes and indicators

Both sides confirmed the facility where the target event to be held are Indian traditional music and dance performance as well as conferences and seminars is expected to play an important role to provide a variety of opportunities for social and cultural interactions of the people and exchange of the knowledge. Both sides agreed that key indicators for expected outcomes are as attached in Annex 4. The Indian side is responsible for the achievement of agreed key indicators targeted in year 2023 and the MoHUA shall monitor progress based on those indicators.

9. Schedule of the Study

9-1. JICA will finalize the Preparatory Survey Report based on the confirmed items.

9-2. JICA will prepare Draft Tender Document and dispatch a mission in January 2018.

If the contents of the draft Tender Document are accepted and the undertakings for the Project are fully agreed by the Indian side, JICA will finalize the Preparatory Survey Report and send it to the Government of India by March 2018.

10. Disclosure of Information

Both sides confirmed that the Preparatory Survey Report from which project cost is excluded will be disclosed to the public after completion of the Preparatory Survey. The comprehensive report including the project cost will be disclosed to the public after all the contracts under the Project are concluded.

11. Project completion

Both sides confirmed that the project completes when all the facilities constructed and equipment procured by the grant are in operation. The completion of the Project will be reported to JICA promptly, but in any event not later than six months after completion of the Project.

12. Ex-Post Evaluation

JICA will conduct ex-post evaluation after three (3) years from the project completion, in principle, with respect to five evaluation criteria (Relevance, Effectiveness, Efficiency, Impact, Sustainability). The result of the evaluation will be publicized. The Indian side is required to provide necessary support for the data collection. The MoHUA is responsible for provision of necessary support.

END

Annex 1 Tentative Implementation Schedule

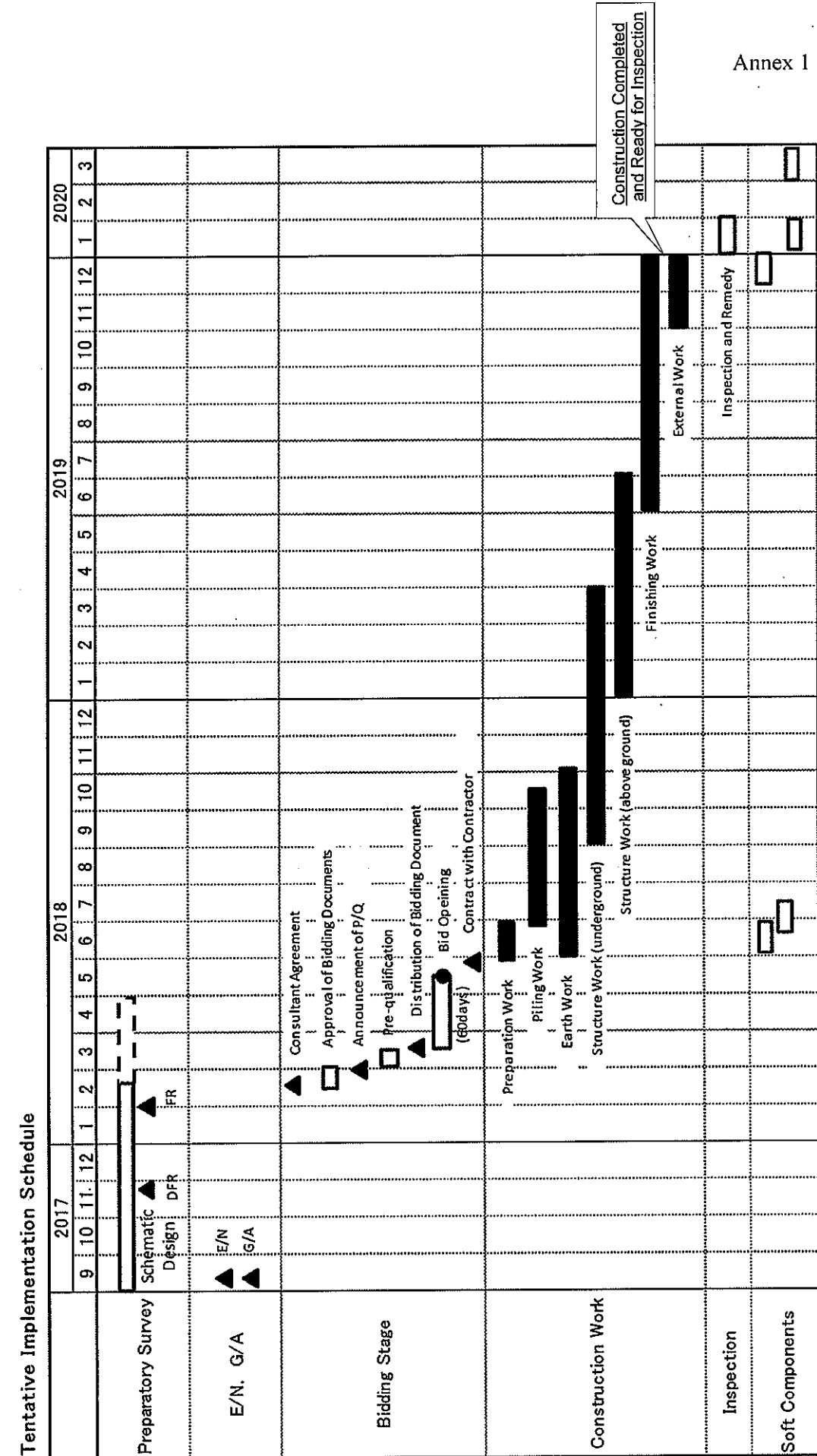
Annex 2 Necessary procedures for tax exemption or refund (draft)

Annex 3 List of the necessary permissions and progress for the Project

Annex 4 Organization Charts of Management, Operation and Maintenance

Annex 5 Key Indicators for expected outcomes

Annex 1



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## Annex 2

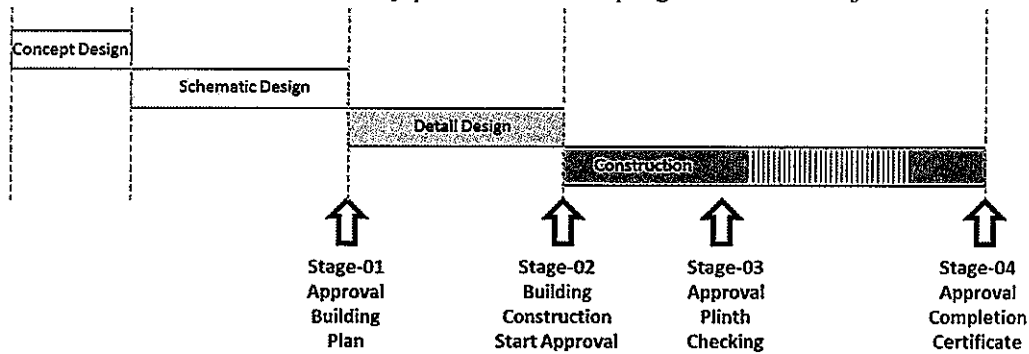
Necessary procedures for tax exemption or refund  
(draft)

(1) Customs Duty	Exempted based on the circular F. No. 460/04/2014 --Cus-V
(2) Corporate Income Tax	(To be clarified)
(3) Personal Income Tax	(To be clarified)
(4) GST	<p>(To be clarified wheatear exemption by the central government is applicable or not)</p> <p>In the case of refund: Refunded by the Uttar Pradesh State Government [Necessary Procedures] The consultant shall submit a provisional list of goods to be purchased for the Project to the Uttar Pradesh State Government three months before commencement of construction work.</p>

Note: The Uttar Pradesh State Government has assured their responsibility of refunding all of tax and duties except the items central government is able to exempt or refund.

(Reference: The official letter issued by the Uttar Pradesh State Government to MoHUA on 12 September, 2017 )

List of the necessary permissions and progress for the Project

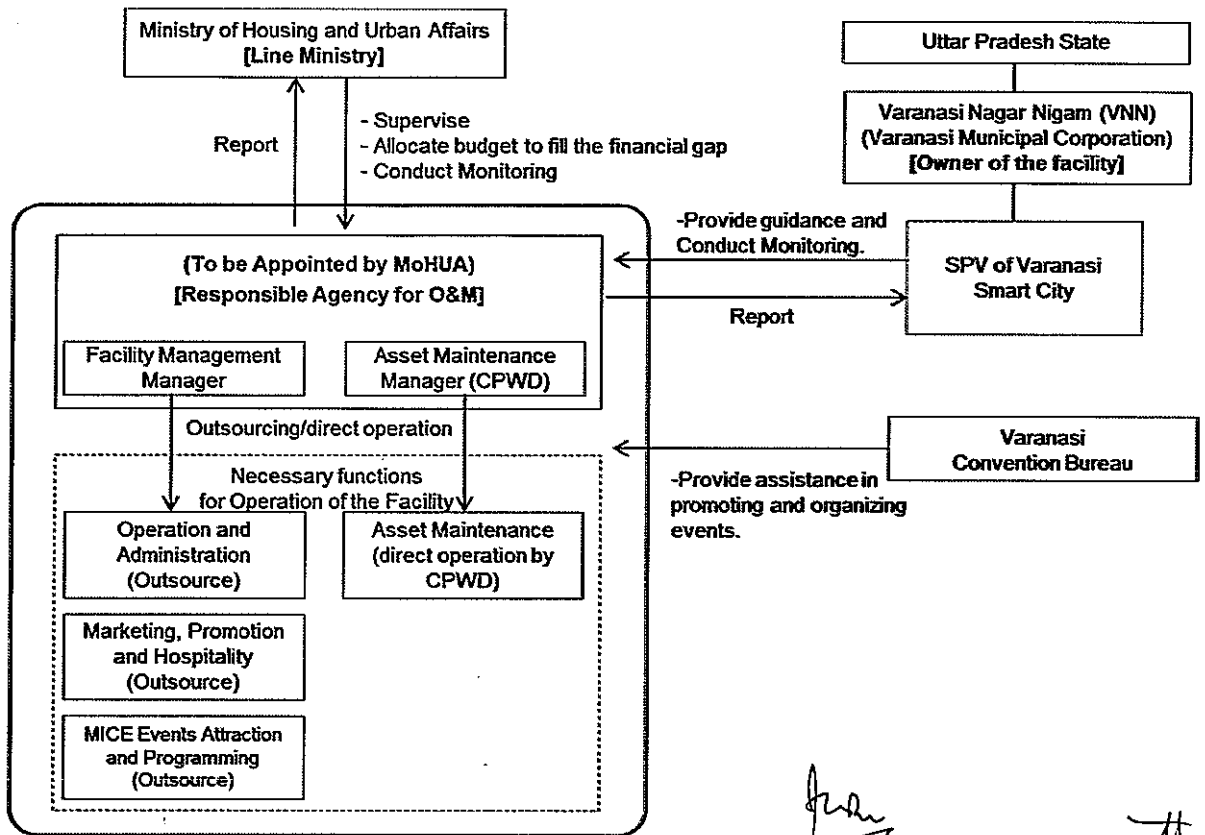


Stage	Approvals	Authority/ Organization	Progress as of November 2017
Stage 1 At Building Plan Approval Stage	<ol style="list-style-type: none"> <li>1) Approval from the local authority and local body under the provisions of the Local Building Bye-laws, Master plan and Local Body Acts.</li> <li>2) A No Objection Certificate (NOC) from the National Monument Authority (NMA)/ Archaeological Survey of India (ASI), when the entire project site or part(s) of it are within a 300 meter radius from the declared boundary of monument protected under the Ancient Monument Act.</li> <li>3) Approval from the Tree Authority Committee of the Municipal Corporation if proposing tree cutting/ felling and transplantation at the site &amp; protection of the rare tree species.</li> <li>4) An Approval/Fire Safety Certificate from the Chief Fire Officer (CFO) (municipal) for the proposals at layout plan stage as stipulated in the local building bye-laws and National Building Code (NBC).</li> <li>5) Submission of Form 1A to the Ministry of Environment and Forests and Climate Change (MOEF)/ State level expert committee for all building / construction projects that have a built up area of more than 5,000 m<sup>2</sup>.</li> <li>6) Various NOCs from appropriate authorities: District Police Commissioner for auditorium/ theatre/ large hall with seating capacity of more than 50 persons to be used for public amusement, from the Power distributing/ supply agency, water supply agency, Storm Water &amp; Drain Department/ Sewerage Department etc. for supply of necessary utilities both during and after construction.</li> </ol>	<p>VDA</p> <p>National Monument Authority (NMA)/ Archaeological Survey of India (ASI)</p> <p>VNN</p> <p>CFO</p> <p>MOEF</p> <p>Various Authorities</p>	<p>To be Approved by early December 2017</p> <p>Not required</p> <p>Under document preparation</p> <p>Approved</p> <p>Under document preparation</p> <p>Not Required (only required intimation)</p>
Stage 2 Starting of Construction Stage	- The owner/ applicant who has been granted a building permit shall inform the local Authority in writing at least 7 days before starting of construction work at the site in the prescribed form. An acknowledgement needs to be obtained from the Authority of this notice.	VDA/VNN	(only required intimation)
Stage 3 Approval for Plinth Completion Stage	- Plinth Level Notice (information of completion of work up to plinth level in the prescribed format along with requisite documents, fee and charges mentioned therein) is required to be submitted by every owner/ lessee to the local authority (VDA/VNN).	VDA/VNN	
Stage 4 Completion-cum-occupancy certificate stage	<ol style="list-style-type: none"> <li>1) An Approval/Fire Safety Certificate is required from the Chief Fire Officer (CFO) (municipal) for the proposals at completion stage to confirm adherence to the related local building bye-laws and National Building Code (NBC).</li> <li>2) A Completion-cum-Occupancy Certificate is required from the local body/ authority before the occupation of a building or part of a building for any purpose.</li> <li>3) Certain NOCs may be required with regards to utility services before granting Completion-cum-Occupancy Certificate when lifts are installed in a building.</li> </ol>	<p>CFO</p> <p>VDA/VNN</p>	



Annex 4

Organization Chart of Management, Operation and Maintenance



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 - Middle right: *Ch*

Key Indicators for expected outcomes

[Quantitative indicators]

Indicator	Item	Number
Operation Indicator	Number of visitors at the facility	50,211 visitors/year Estimation: [1] Use of Hall Occupancy Rate:40% Operation Days:146days Average duration of one event: 1.4 days No. of events per year: 104 events (12 times with 1,200 seats, 92 times with 400 seats) Occupancy rate of the seats: 80% for events with 1,200 seats 85% for events with 400 seats No. of occupied seats: 960 seats for events with 1,200 seats 340 seats for events with 1,200 seats  [2] Use of Meeting Room No. of Meetings per year: 156 times (1 room - 50 seats) 137 times (2 rooms - 100 seats) 19 times Occupancy rate : (1 room - 50 seats) 85% (2 rooms - 100 seats) 80% No. of occupied seats: (1 room - 50 seats) 43seats (2 rooms - 100 seats) 80seats
	Number of international events at the facility	6 events/year Estimation: 1 international event every two months

[Qualitative indicators]

- Create opportunities for social and cultural interactions of the people by a variety of event at the facility.
- Bring economic spill-over effects in local industries through tourism development.
- Promote events for strengthening international relations.
- Strengthen the bilateral relationship between India and Japan.

**Appendix 5 Soft Component (Technical Assistance) Plan**

The Project for Construction of the International Cooperation  
and Convention Center in Varanasi

**Soft Component Plan**

July 2018

Oriental Consultants Global Co., Ltd.

Nikken Sekkei Ltd.

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## 1. Background of Planning the Soft Component

### (1) Outline of the Project

“The Project for Construction of the International Cooperation and Convention Center in Varanasi” is to construct the International Cooperation and Convention Center in Varanasi (hereinafter referred to as “VCC”) to provide opportunities for social and cultural interactions and the exchange of knowledge, and to contribute to tourism and socio-economic development of Varanasi through the organization of international conferences, political meetings and cultural events at VCC. The main hall of VCC has 1,200 seats, a fly tower on top of the stage, and a well-equipped stage system in order to play traditional Indian music, dance and drama.

The idea of VCC project started when a joint statement was declared during a bilateral meeting between the government of Japan and the government of India in December 2015. Indian Prime Minister Shri Narendra Modi expressed his expectation regarding exploring the development of a convention center in Varanasi. Since the beginning of the project, the establishment of the appropriate organization for VCC operation has been one of the key issues for discussion. However, the operating body of VCC has not yet been established.

The operation and management of the convention center requires special knowledge and skills. In order to implement this project effectively and efficiently and to ensure the successful operation of VCC with frequent use, technical assistance for operations management y Soft Component scheme will help the VCC managers to formulate of operations management plan, as well as the organization and human resource plan.

### (2) Result of the Survey

In the beginning, the Indian side understood that the operation body of VCC was a matter to be discussed after completion of the building construction. However, through a series of discussions on this matter during the survey, the organizational framework for VCC was proposed by the Indian side as stated in Fig.1. The organizational framework and considered issues moving forward are as follows:

#### 1) Organizational Framework (Draft)

##### a) Director for VCC

The Director of VCC shall be appointed according to the requirements of the partner organizations, for instance, as stipulated under the rules set by the Ministry of Housing and Urban Affairs (MoHUA), or by not-for-profit independent entities such as Trust, Society and Company 8 under SPV (Special Purpose Vehicle) of the Smart City.

##### b) Operations Manager and Operations Management and Accounting Section

There are some discussions that the Operations Manager and the staff of Operation Management and Accounting Section may be appointed by SPV of the Smart City, or the

Indian Council for Cultural Relations (ICCR).

An earlier appointment of Operations Manager is recommended because this will have a direct impact on the development of the future operations management plan. However, since this will take some time, the Municipal Commissioner (MC) has been delegated as the person in charge of operations until the Operations Manager has been officially appointed.

c) Asset Maintenance Manager and Facility Management and Maintenance Department

The Asset Management Manager and the members of Facility Management and Maintenance Section will be appointed by the Central Public Works Department (CPWD) in India. The CPWD has decided to assign two electrical engineers, and proposed to assign one building engineer. These engineers will maintain and manage the VCC facilities.

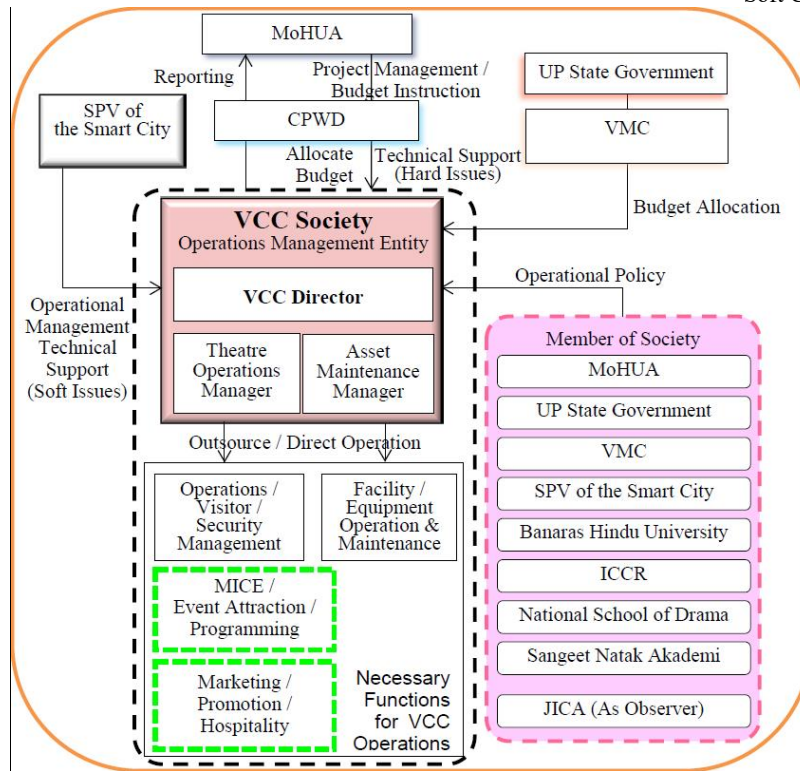
The above mentioned Director, the Operations Manager and the Asset Management Manager will be the key persons in charge of VCC operations management. It is important that these three managers understand and discuss the basic policies of operations management thoroughly. Consequently, this soft component targets these three managers.

d) Stage System Engineering Section

VCC has special stage facilities (stage setting and fly system, stage lighting system, stage sound system, audio-visual system) for stage performances. Therefore, it is necessary to establish the operation and maintenance body for these systems. As a result of the benchmark survey of similar facilities in India, majority of these facilities hire engineers with expertise, and they are in charge of the operation and maintenance of their respective facilities and stage equipment. VCC will hire these expert engineers as specialists for the stage system and equipment, and is also considering hiring expert engineers who have experience working at similar facilities or are highly trained in stage management, as special knowledge and skills are required for the operation and maintenance of the stage system and equipment. Ideally, three persons will be placed in each specialised field based on the assumed frequency of use of the facilities, personnel allocation, and personnel training within the department. With consideration of the local situation where human resources with specialised knowledge are very limited, the placement of 2 or 3 persons for each specialised field may be considered, instead of hiring more than 3 engineers for each position as proposed initially.

• Stage Setting System Operation Engineer	: 2 to 3 persons
• Stage Lighting Operation Engineer	: 2 to 3 persons
• Stage Sound System Operation Engineer	: 2 to 3 persons
• Audio Visual Facility Operation Engineer	: 2 to 3 persons
Total	: 8 people (minimum)

The Project for Construction of the International Cooperation and Convention Center in Varanasi  
Soft Component Plan



(Source :JST)

Figure 1-1 Organizational Framework (Draft)

2) Future issues to consider

i) Challenges in the organizational forms and structure

- Regarding the operating body, as those affiliated with MoHUA or independent entities such as society, trust and company 8 affiliated with the SPV, have not yet been finalised. Further discussions and coordination amongst the Indian side are necessary.
- Regarding the organizational structure, there is a possibility that some private contractors will be entrusted for the operation. Thus, it is necessary to consider the form of consignment and the consignee.
- There are no companies or experts who are able to produce stage performances in Varanasi. Therefore, when employing technicians who will respond to the requirements of stage production, hiring engineers with experience in stage production and operation is necessary.
- In order to attract, host and manage events at VCC, it is necessary to gradually build a management and operation structure in stage production. In the meantime, the committee members and support organizations should give advice to the management entity, and clarify the members and their respective roles.
- The CPWD, the agency responsible for Facility Management and Maintenance Department, has no experience in the operation and maintenance of stage system as well as handling stage-related special equipment. Therefore, it is necessary to create a training programme for this.

## ii) Issues in the Management Plan

- As for the budget, CPWD is expected to contribute to the annual maintenance cost of VCC, as VCC cannot expect to generate large revenues for the time being. It is also necessary to consider some important policies of VCC business management such as determining the usage fees.
- It is necessary to consider and prepare the list of programme events immediately after VCC's opening.
- In order to further develop the operation of VCC for its improvement, it is also effective to consider the improvement of its surrounding environment (with concrete budget allocation and development schedule), such as accommodation facilities, public transportation, and improvement of hygiene conditions within the vicinity. Currently, VCC is being studied to operate in coordination with SPV in regards to the redevelopment projects of the neighbouring stadium and park which are existing projects of the SPV of the Smart City.
- Although it has been confirmed that the Indian side prefers some form of private consignment, it has not been decided on how to apply it. In addition, it is necessary to consider the risks and cost sharing method involved in private consignment.
- On the premise that a private consignment will be carried out, it is necessary to cover the majority of the cost with government subsidies because it is not possible to expect significant profits for the time being.

## iii) Operation and maintenance issues on special stage setting and fly system

As mentioned in "d) Stage setting and fly system management section" above, since VCC has special stage setting and fly system, it is required to establish a system for the operation and maintenance of these facilities.

In India, facilities with the special stage setting and fly system of the same level as VCC are very limited, and the number of experts in such fields is small. In addition, the special equipment and system owned by similar facilities are much more limited compared to those in New Delhi and Mumbai, and it is difficult to find specialists who can handle them.

The situation of experts for special stage setting and fly system is also similar in Japan. There are specialised companies (or talent banks of specialised technicians) in metropolitan areas such as Tokyo, and it is possible to hire such experts for a short period depending upon the contents of the programme. However, in local cities, specialised companies and technical experts are absent, and, the facility side often hire operation engineers by themselves. For these reasons, it is necessary for VCC to hire operation engineers specialising in stage setting and fly system. However, recruiting such type of personnel will be a challenge.



The Project for Construction of the International Cooperation and Convention Center in Varanasi  
Soft Component Plan

In addition, it may be assumed that the performer side, rather than the facility side, has dedicated engineers who will operate lighting, sound, audio visual and fly system according to the programme, as in the case of famous performers. Even in such cases, the facility side is likely to be affected by various situations, such as lighting, sound, operation of the audio visual equipment, equipment specifications, placement of power supply and operation method of the stage-related equipment, which are different depending on which facilities the performances are being held. It is necessary to explain in advance the specification details, operation methods and features of the equipment to the dedicated engineers. Hence, it is essential to recruit and train engineers who understand the stage setting and fly system on the facility side.

In the future, it is necessary for the Indian side to proactively hire specialised experts, while the Japanese side needs to consider providing the necessary technical support.

### (3) Implementing Policy on Soft Component

As mentioned above, although the form of independent organization and organizational structure concerning operations management and maintenance have been discussed, they remain unclear at the moment, and the specific details of necessary technical support have not yet been examined. For this reason, only those parts that are considered to have a significant impact on operations at present should be introduced for the current term of the soft component. Other components that will come out during the discussions and based on the monitoring of the progress of structuring the organization by Indian side should be added sequentially as deemed necessary.

- (a) Soft component should be introduced to support to the policy formulation related to the planning of business management, including organizational structuring and staffing plan (this covers the areas of responsibility and the division of roles), securing of human resources / training plan, and establishing a private consignment system.
- (b) The preparation of materials for operations management, including concrete organizational arrangements, staff employment plan, operation and maintenance plan which are necessary for after policy formulation in (a), should be rearranged areas necessary for assistance by the soft component. At the time when the Indian side has properly structured the operational organization and the prospect of each policy of (a) has been confirmed, additional inputs in the soft component should be restudied.
- (c) Based on the confirmation of the organizational readiness of the Indian side and the needs assessment, the technical guidance for the stage setting and fly system management section should be rearranged areas necessary for assistance and restudied as part of the additional components as deemed necessary.

Furthermore, when considering additional inputs for (b) and (c), it is necessary for the management to assess the situation of similar facilities in New Delhi and Mumbai, the history

The Project for Construction of the International Cooperation and Convention Center in Varanasi  
Soft Component Plan

and technical accumulation of Indian traditional performing arts, as well as consider the necessity and significance of Japan to provide supporting inputs. Concerning the additional inputs, they should be examined by focusing on sustainable operations management, while considering the subjectivity of the Indian side as much as possible.

## 2. Objectives of the Soft Components

The objectives of the soft components are as follows:

- The operation structure for VCC will be established, and the Operations Management Plan for VCC will be formulated by the operation body.

## 3. Output of Soft Components

The implementation results of the soft components in conjunction with the objectives and the future activities of VCC are as follows:

- (a) A formulation policy for the operations management plan for VCC will be established, and the specific issues of concern (included items in Table 4), the person in charge of the operations management plan and the planned schedule will be clarified.
- (b) A formulation policy of organizational structure for the operations management of VCC will be formulated, and the specific issues of concern (included items in Table 4), the person in charge of structuring the organization for the operations of VCC and the planned schedule will be clarified.

## 4. Results of the Achievement Verification Method

The achievement level of soft components will be verified by the method as shown in the table below:

Table 1 Output items and achievement verification method

Objectives	Output	Achievement Indicators	Counterpart
Establish the formulation policy of the VCC operation structure and the operations management plan	(a) To establish formulation policy of the operations management plan for VCC	Confirmation of the formulation policy of the operations management plan	<ul style="list-style-type: none"> <li>• Director for VCC</li> <li>• Operations Manager</li> <li>• Asset Maintenance Manager</li> <li>• Operations and Accounting Section</li> </ul>
	(b) To establish the formulation policy of the VCC operation structure.	Confirmation of the formulation policy of the organization structure, division of duties, employment of engineers and internal regulations	

(Source: JST)

## 5. Input Plan of Soft Components

### (1) Dispatch Plan of Experts

In order to implement the above tasks, it has been proposed to dispatch two experts – the Expert for Theatre Management Plan and the Soft Component Management Facilitator. The activity plan and counterpart are as shown below:

These experts are proposed to start their activities when the organization structure for VCC operations has been established and the person in charge of operation has been appointed to supervise the overall soft component plan and to study the necessity of input plan after initial input. (Planned around September 2018)

In addition, the establishment of the organization structure of VCC, including staffing arrangement, will be monitored in coordination with other Japanese consultant members , as well as facilitate the implementation of the above activities more effectively.

The Project for Construction of the International Cooperation and Convention Center in Varanasi  
Soft Component Plan

Table 2 Plan of Experts for Soft Components

Expert	M/M	Dispatch to India	Counterpart	Activities
Theatre Management Plan Expert	In India 0.6 M/M In Japan 0.2 M/M  Total 0.8 M/M	1	Director, Theatre Operations Manager Asset Maintenance Manager Operations Management and Accounting Section	<p>To clarify the preconditions through the prior confirmation on the formulation of the operations management plan and structuring of the organization body.</p> <ul style="list-style-type: none"> <li>➤ Finalising the establishment of organizational structure based on the legal requirements of operating body during the initial stage. In order to structure the overall VCC organization, clarify relevant support organizations and their representatives.</li> <li>➤ In order to prepare a guideline for formulating the operation plan, the experiences and abilities of assumed staff should correspond..</li> <li>➤ Concerning outsourcing to a private sector consignment, depending on whether profitable facilities are included in the development of the peripheral areas, the degree of attractiveness is greatly affected; therefore, it is important to confirm the realisation of the development plan.</li> </ul> <p>Regarding the establishment of the formulating policy of VCC operations plan and structuring the organization body of VCC, provide guidance and advice based on the introduction of relevant cases in Japan.</p> <p>In the process of considering the formulating policy, clarify the input items from the Indian side and confirm the necessary items to be added to the soft component.</p>
Soft Component Management Facilitator	0.3M/M	1	Director Operations Manager Asset Maintenance Manager Operations Management and Accounting Department	<p>Compile the entire Soft Component Plan and make various adjustments with the counterpart. With the above-mentioned Expert for Theatre Management Plan, discuss with the Indian side, verify the possibility of technical support by the Indian side after the implementation of soft component, or examine matters to be addressed and the necessity of providing additional soft components from the Japanese side.</p>

In order to efficiently implement the soft components, the expert will formulate a technical guidance plan and discuss with partner organizations such as MoHUA, CPWD, SPV, VMC, and other concerned agencies. The venue of activities for the soft component will be held at the VMC meeting room, the BHU auditorium during the construction, and the VCC facilities after the construction.

The Project for Construction of the International Cooperation and Convention Center in Varanasi  
Soft Component Plan

## (2) Activity Plan (Draft)

The expert's plan of activities is outlined in the table below:

When examining the organization structure / the policy of staff employment and formulating operations management plan in each activity, while introducing some relevant cases in Japan based on the specific study items, including examples specified in Table 4, the person in charge of the item (in principle, the correspondent from the Indian side who will confirm the necessity of the soft component) should consider the output image and production timing.

Table 3 The Expert's Plan of Activities

## I: Plan of Activities of the Theatre Management Plan Expert

Number of Days	Week	Activities	Method of activities
In Japan			
4days		Prepare a draft of the English document translate the Japanese sample texts	
1 <sup>st</sup> Dispatch			
18 days	1	Japan to India	
		1) Discuss and agree on the Inspection Report	Discussion
		2) Formulate the organization body	Lecture/ discussion
		· To support in deciding the form of operating body for VCC based on the results of the preparation survey	
		· To study the committee members who could provide operation advice (including the supporting organization)	
		· To re-confirm the committee members and persons in charge of the supporting organization	
	· To clarify the duties for each position		
	2	3) Study the policy of organization structure and the hiring of engineers	Lecture/ discussion
		· To clarify the specialty of engineers considered for hiring and the employment period	
		· To clarify the duties and hierarchy within the organization	
		· To evaluate the technical competencies and employability of specialized personnel	
	3	4) Study formulating the operations management plan	Lecture/ Discussion/ Workshop
		· To study the event attraction policy in conjunction with the objectives of VCC operations	
		· To study the setting of policies for entrance and usage fees of VCC facilities	
		· To study risk and cost sharing with private sector partners	
	3	5) Study the possible private consignment services for the operation	Lecture/ discussion
		· To clarify the scheme of the private consignment services for operation and maintenance	
		· To clarify the organization and staff who can work for VCC	
· To clarify the duties of the private partner		Workshop	
· To render financial analysis			
6) Study the tendering policy for private consignment		Lecture/ discussion	
· To study the tendering method for private consignment			
· To study the potential companies/organization which are subject to private consignment	Workshop		
· To study the consignment schedule of the private partners			
India to Japan			

The Project for Construction of the International Cooperation and Convention Center in Varanasi  
Soft Component Plan

## II: Plan of activities for Soft Component Management Facilitator

Number of Days	Week	Activities	Method of activities
1 <sup>st</sup> Dispatch			
9 days	1	Japan to India	Lecture/ discussion/ Workshop
		1) Confirmation of the organization structure	
		· Clarify the form of operating entity and the organization structure	
		· Define relationship with the advisory committee and supporting organization which will give advice on the VCC operations	
		· Study and confirm the private consignment policy	
	2	· Confirm employability of theatre management and stage related experts as well as other specialised experts	Lecture/ discussion/ Workshop
		2) Confirming the necessity of additional soft components from the Japanese side	
		· Confirm the section that needs additional supports	
		· Confirm the employment policy of the targeted experts for additional support	
		· Formulate additional input plans (schedule and contents)	
	· Study employability of trainers in India and Japan		
	India to Japan		

(Source: JST)

The Project for Construction of the International Cooperation and Convention Center in Varanasi  
Soft Component Plan

Table 4 Specific examination items related to formulating the organization structure and operations management plan

Concerned issues	Specific examination items
Study the organization structure	<ul style="list-style-type: none"> <li>• Situation of establishing independent entity</li> <li>• Roles and responsibility of supporting organization as members of the Committee for VCC operations</li> </ul>
Confirm the person in charge	<ul style="list-style-type: none"> <li>• Make the organization chart</li> </ul>
Prepare staff employment plan / Identify division of duties	<ul style="list-style-type: none"> <li>• Setup the employees' fee scale</li> <li>• Prepare the contract agreement</li> <li>• Create a chart of the division of duties</li> </ul>
Formulate an operations management plan	<ul style="list-style-type: none"> <li>• Confirm the framework and output items</li> </ul>
Prepare operation and maintenance guidelines	
Support in selecting the contractor for private consignment services	<ul style="list-style-type: none"> <li>• Confirm the number and experience of staff as well as the capabilities of outsourcing companies</li> <li>• Finalise the scope of activities of private consignment services and the conditions of contract agreement</li> <li>• Prepare the tender documents</li> <li>• Prepare the order form and form of requirements and conditions</li> <li>• Select contractor for the private consignment service</li> </ul>
Formulate a marketing strategy	<ul style="list-style-type: none"> <li>• Confirm the target group of the marketing strategy</li> <li>• Identify potential users, determine the cost of rental fees</li> <li>• Create marketing schedule</li> </ul>
Implementation of the marketing work	<ul style="list-style-type: none"> <li>• Evaluate and monitor the marketing work</li> </ul>
Start planning and preparing for VCC opening	<ul style="list-style-type: none"> <li>• Prepare a plan for the annual programmes</li> <li>• Research on and invite potential performers, speakers, lecturers, etc.</li> <li>• Select and coordinate with invitees, performers, speakers, lecturers, etc.</li> </ul>
Create an internal control document	<ul style="list-style-type: none"> <li>• By law and based on the detailed rules of the VCC</li> </ul>
Establish the accounts system	
Public Advertisement	<ul style="list-style-type: none"> <li>• Create an action plan for each media</li> <li>• Confirm the contents and print materials</li> <li>• Facilitate distribution, advertisement, publication</li> </ul>
Setting up VCC	<ul style="list-style-type: none"> <li>• Facilitate security management, safety measures</li> <li>• Management of visitors</li> <li>• Implementation of Fire/Disaster Drill</li> <li>• Clean up, test operations</li> <li>• Clarify relationship with concerned organization (including transportation and waste management issues)</li> </ul>

(Source: JST)

## **6. Employment of Implementation Resources for Soft Component**

Auditorium facilities similar to VCC in India are limited and the number of experts is also limited. In addition, these experts are busy preparing the annual programmes of their respective facilities, and it is difficult to expect full cooperation for VCC training as they cannot leave their posts in their respective facilities for an extended period. Therefore, it is difficult to procure the human resource in India for this soft component. In addition, with consideration of the importance of VCC as a symbol of close relationship between India and Japan, the Japanese expert is planned to be dispatched.

It is important and necessary to formulate the operations management policy of VCC with full respect to the historical experience and philosophy of Indian performing arts, and using the merits of Japan's operation method. Therefore, a Japanese Operation Guidance Expert who has a solid knowledge of stage management and a good understanding of the project's background and processes will be appointed. The experts will implement their duties and responsibilities according to the instruction contents and work schedule which they will discuss and agree with relevant organizations at the beginning of their assignment. In relation to Indian style stage performances, concerts, and theatre performances, cooperation with Indian experts from various sectors such as culture, entertainment, tourism etc. will be expected and encouraged through participation in the advisory committee

## **7. Implementation Schedule**

The expected implementation schedule of this project and the soft component is shown in Table 5.



Table 5 Implementation Schedule

Phase	2017												2018												2019												2020					2021																																											
	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	~																																																			
Phase I	Total Month Amount																																																																																				
	Cabinet Meeting (September 2017) E/N (6th September 2017) G/A (September 2017) Consulting Service Agreement Cabinet Meeting (April 2018) E/N (May 2018) G/A (May 2018) Consulting Service Agreement																																																																																				
Phase II	Site Survey/Final Confirmation of Contents of Plan Domestic Analysis / Detailed Design / Review of Equipment Production of Bidding Document Certification of Bidding Document Public Announcement Document Delivery / Site Survey / Correspondence Bid Evaluation Signing of Contract Bidding Document Approval Document Delivery / Site Survey / Correspondence Bid Evaluation Signing of Contract Preparation Work Earthwork Structure Works Roof works Piling Works Finish Works Electrical Works Plumbing Works A/C & Ventilation Works Special IM & E Works Exterior Works Inspection & Handover Structure Works Finishing Works Digital display / UPS / Audio & Visual Solar, Generator Works Special E&M Works for Stage Exterior Works Generator Works for Structure Furniture Works Inspection & Handover																																																																																				
	Outline of the Facility International Cooperation and Convention center Underground Parking - 4,515.81㎡ Ground Floor : 3,741.87㎡ 1st Floor : 1,333.86㎡ Total : 9,591.54㎡																																																																																				
Construction Schedule (Phase I)	0.4																																																																																				
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Construction Schedule (Phase II)	0.2																																																																																				
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		0.20		0.20	1	0.30	1																																																																														
				0.20	0.90	2	1.10																																																																														

## 8. Output Documents of Soft Component

In addition to the completion of the report which will be submitted to the Indian side and the Japanese side, the following documents will be prepared as a result of the soft component:

- (a) Policy for operation plan (specific items to be studied to formulate operations management plan (including items shown in Table 4), the person in charge, and the concrete schedule of policy formulation)
- (b) Policy for structural organization (specific items to be discussed in detailed organizational structure (including items shown in Table 4), the person in charge, the concrete schedule for formulation work)
- (c) Report of respective work progress.

## 9. Obligation of the Recipient Country

The Indian side such as MoHUA, CPWD, SPV, VMC, are strongly requested to select and hire the staff who will work for VCC and will be recipients of technical assistance provided by the soft component. These agencies are also expected to provide the venue and arrange the schedule for soft component activities. The most important personnel are the Director for VCC and the Operations Manager, and Asset Maintenance Manager.

In addition, establishing the advisory committee, constructing close relationships with the advisory committee members and supporting the organizations with experience in theatre operations in Varanasi, will help towards implementing the soft component smoothly and effectively.

In parallel, the development plans for the surrounding area of VCC which will be done as part of the Indian side work is recommended to proceed promptly. These are considered important factors for the improvement of the occupancy rate of the VCC and to attract private sectors in case of public offering of private consignment.

## Appendix 6 Technical Notes

***Preparatory Survey on the Project for  
Construction of Varanasi International Cooperation and Training Center***

**Minutes of Meeting**

(12:00-13:30, 4<sup>th</sup> August 2017 at Office of Varanasi Municipal Commissioner)

Based on the Minutes of Discussion signed on 12<sup>th</sup> July 2017 between JICA Study Team (JST) and Indian Side regarding the Varanasi Convention Centre (VCC) and the result of the field survey, Municipal Commissioner of Varanasi (VMC) & PMU and JST discussed the following matters.

1. Schedule of the Survey:

JST explained the schedule of the Survey, and both side confirmed that the reporting meeting for the outcome of this 1<sup>st</sup> field survey will be held at 16:00, 8<sup>th</sup> August in MoHUA.

2. Site Preparation Work

- JST proposed modification of the project site for construction work purpose. Both side agreed to keep the original project site for the building area, and to utilize the additional area on the South (red striped area of PPT Page05) for construction related activities during construction stage.
- JST requested for clearing the project site of all existing structures and objects at the project site before the tender process. VMC agreed to clear the project site including the underground structures before the tender process.
- VMC will consider the relocation of the existing onsite public toilet building built under JICA funding scheme if necessary.
- For the 2nd phase development, at a later date, VMC would look into relocation of existing Petrol Pump and Solid Waste Management Vehicle Workshop.
- Further for 3<sup>rd</sup> Phase VMC would try to relocate the elevated service reservoir and related facilities as well as CRPF Mess by requesting Ministry of Home Affairs.

3. Confirmation of the Project Outline.

- The project components agreed in the MD on July 12, 2017 were re-confirmed (Auditorium of 1,200 seat capacity with a flying tower and 120 car parks).
- Municipal Commissioner Varanasi enquired about the possibility of future vertical expansion. It was informed that vertical future extension above the proposed building would not be




possible in the existing design.

- JST explained that assistance for starting up the operation and management of VCC, including how to operate and maintain the stage setting is also planned as a part of the project.
- JST explained that the space below the sloped seating area will be utilized for developing a Conference hall having seating capacity around 80-100 people. This conference hall will have excess from the main lounge. It will be designed in such a way that it can be divided into 02 halls for better utilization.

#### 4. Project site extent while applying for the building approvals.

- Both side agreed to utilize the Southern half of the VNN site (13,060 Sq.m) for the purpose of building approval. (PPT Page.07)
- While computing the area for Building Coverage Ratio, the existing structures in the Solid Waste Management Workshop area, Elevated Service Reservoir area and Petrol Pump areas would not be included.

#### 5. Floor Plan of VCC

- JST explained the latest work done including the floor plans and major facility components of VCC.
- Meeting rooms: A large meeting room has been proposed besides entrance foyer on ground floor (under the auditorium seats) with a capacity of 100 seats. The meeting room can also be divided into two smaller meeting rooms by means of movable partitions.
- The main entrance will be used commonly for both the Auditorium as well as meeting rooms, even when the two are being rented to two different users and in use at the same time.
- Divisibility of Auditorium Hall: It was confirmed that the main hall to be divisible into two spaces, however the two spaces cannot be used simultaneously. JST explained the two options of dividers could be fabric screen/curtain or movable partition walls. Operation of the movable partition wall would be manual type (non-automated). VMC and PMU confirmed that they would study about other auditoriums to decide the type of dividers and inform JST.
- Car Parking: Both parties agreed that out of the 120 car parking space, approximately 100 would be in basement whereas 20 would be surface parking. VMC prefer to use the surface parking space for mainly VIPs.
- Stage Setting: Both side agreed to make KAMAN! HALL in Delhi as a benchmark of stage facility design. It was also confirmed that VCC will be prioritized for the Indian Cultural Performances (Music, Dance and Drama) and will not have an orchestra pit there by making it difficult to use for Opera and Ballet which require the orchestra pit.
- The first row of the seating would be around 3.0m from the stage which would also be used for the probable VIP seat for various functions.


- Overall Security:
  - There was a broad level discussion on the zoning of the security and it was agreed that the VCC site to have two guard houses on the main entrance and service entrance respectively.
  - VIP room: VMC asked to propose a different access gate for the VIP which is separate from the service entrance. Also have a separate VIP room with a space to accommodate 6-8 people and a WC.
  - It was agreed to have a see through partition wall / fence between the existing municipality building and VCC site. VMC agreed to plant trees between the wall and the municipality building by Indian side.
  - VMC commented that boundary wall/fence of the front side (East side) is better to be cast iron grille rather than glasses.
  - Guard houses: No. of guard houses were one for the East side and one for the West side.

## 6. MEP Works

- JST reported that they have been confirmed by respective local providers that there is enough electricity power supply as well as high speed telecommunication line.
- JST explained that the BSNL plans to provide free Wi-Fi system for the visitors of VCC. However VMC proposed to limit the free Wi-Fi system for 30 minutes.
- Based on the discussion held with respective city level service providers, JST confirmed on the plan the approximate locations where the VCC MEP services would be connected to the city level respective services. Demarcation of the MEP services are agreed as shown in the PPT Page.07
- JST explained that the AC system decided for the VCC is air cooled system which has relatively lesser maintenance and easier operation as compared to water based cooling system.
- JST explained that Photo Voltic (PV) system is planned to be installed. PMU&VMC proposed to connect the PV system to the main power grid system. JST agreed to study on the possibility to connect the grid system.

## 7. Transportation system

- JST reported the result of the study, and proposed the one way circulation system around the site and offsite parking for tourist bus in the area next to the stadium.
- VMC agreed & recommended to coordinate with Smart City Project about the transportation matter.
- VMC agreed to look into the possibility of moving the metro station closer to the VCC and look into possibility of extending the entry-exit gate of the metro as close as possible to the VCC.
- JST requested VMC to look into the possibility of having an entry-exit point close to the VCC

site from the proposed elevated road which would connect the hotel district of Varanasi to the main city area. VMC said that the proposal is still in initial draft stage and would be looked in to the same once the proposal enter a more refined stage.

#### 8. Operation management

- The issue of operation and maintenance has been raised by the JST. It was informed by the PMU that the issue is being deliberated in MOHUA and it will be decided in due course. The MOHUA in consultation with State Government will take the final decision and it shall be communicated accordingly.

#### 9. Future development plan

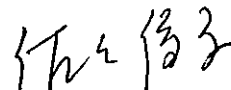
- JST explained the importance of the future development of the VCC complex as a more comprehensive facility including phase 2 & phase 3 as well as surrounding areas of stadium and park.
- JST further emphasized the fact that development of these additional areas would help in better operation and management of the VCC facility.

Attachment : Meeting Material, August 04, 2017



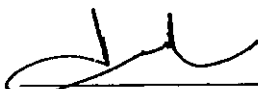

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R.P. Singh  
Project Director  
Project Management Unit for the  
Project




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Yuko SASA  
Chief Consultant of JICA Study Team  
For the Project




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Nitin Bansal  
Municipal Commissioner,  
Varanasi Nagar Nigam  
CEO VSCL



**PREPARATORY SURVEY ON THE PROJECT FOR CONSTRUCTION  
OF THE VARANASI CONVENTION CENTRE**

**MEETING ON  
SCHEMATIC DESIGN OF VCC**

August 4, 2017

JICA (Japan International Cooperation Agency) Study Team  
Preparatory Survey on the Project for Construction of  
Varanasi International Cooperation and Training Centre  
Oriental Consultants Global / Nikken Sekkei JV

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2. Site Preparation Work
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  - (3) Structural Design
  - (4) MEP Works
4. Transportation Impact Study
5. Operations Management Plan
6. Proposed Area Development

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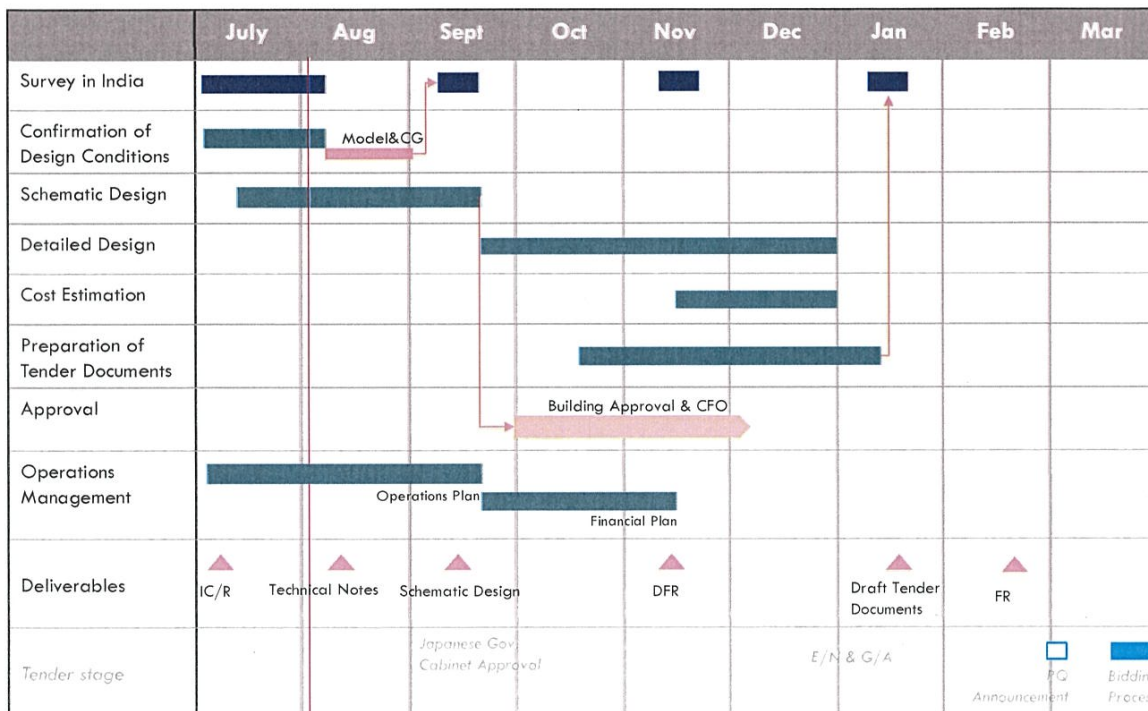
### 1-1. OBJECTIVE OF THE PROJECT

The objective of the Project is to construct a convention centre which will provide opportunities for social and cultural interactions of the people and exchange of the knowledge, thereby contributing to the socio-economic development of Varanasi (from MOD July 2017).

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### 1-2. SURVEY SCHEDULE



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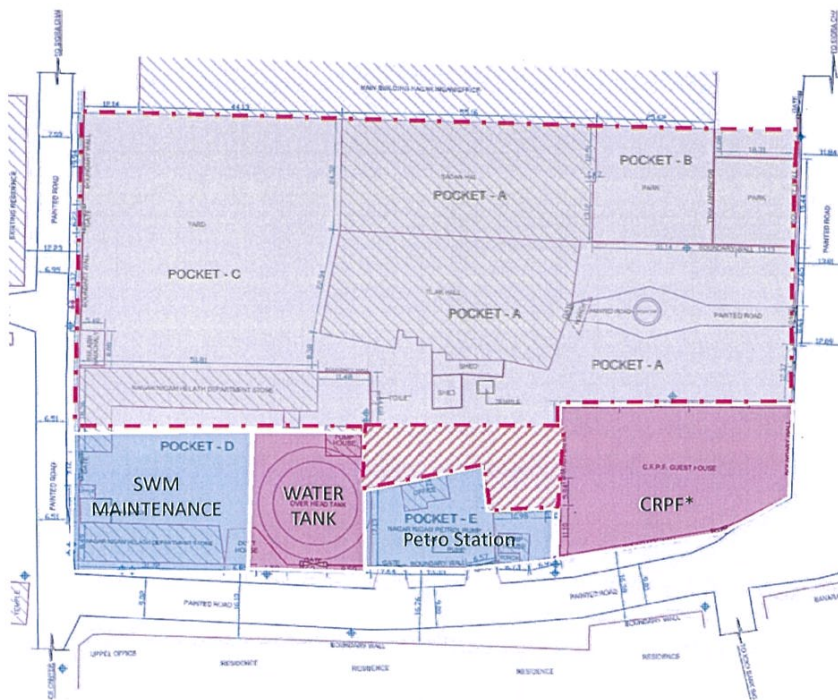


### 1-3. SCHEDULE OF THIS SURVEY

Day	Activities
July 31 (Mon)	Meeting with MoHUA on O&M Matters Meeting with Local Engineers
Aug.1 (Tue)	Meeting with Transportation Department Meeting with Local Engineers
Aug.2 (Wed)	Meeting with Local Authorities (VDA, IIT-BHU, Elec, Water etc.)
Aug.3 (Thu)	Visiting NCPA in Mumbai
Aug.4 (Fri)	Meeting with PMU and AC for Building Plan
Aug.5 (Sat)	Internal Meeting, Meeting with Local Engineers
Aug.6 (Sun)	Internal Meeting
Aug.7 (Mon)	Internal Meeting, Meeting with Local Engineers
Aug.8 (Tue)	16:00 Meeting with MoHUA, PMU and Advisory Committee on Schematic Design
Aug.9 (Wed)	Meeting with PMU and signing on Technical Notes

Preparatory Survey on Varanasi Convention Centre  
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### 2. SITE PREPARATION WORK



1. Demolition of the existing buildings and removal of all structures underground within the Site for Phase 1.
2. Relocation of SWM Maintenance site and Petro Pump Station in few years before operation of VCC for Phse 2. starts.
3. Relocation of CRPF Mess and Water Tank necessary in future for holistic development of VCC complex.

\* CRPF Area acquisition would require direct action from MoUD

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### 3. SCHEMATIC DESIGN

#### 1) OUTLINE OF THE PROJECT

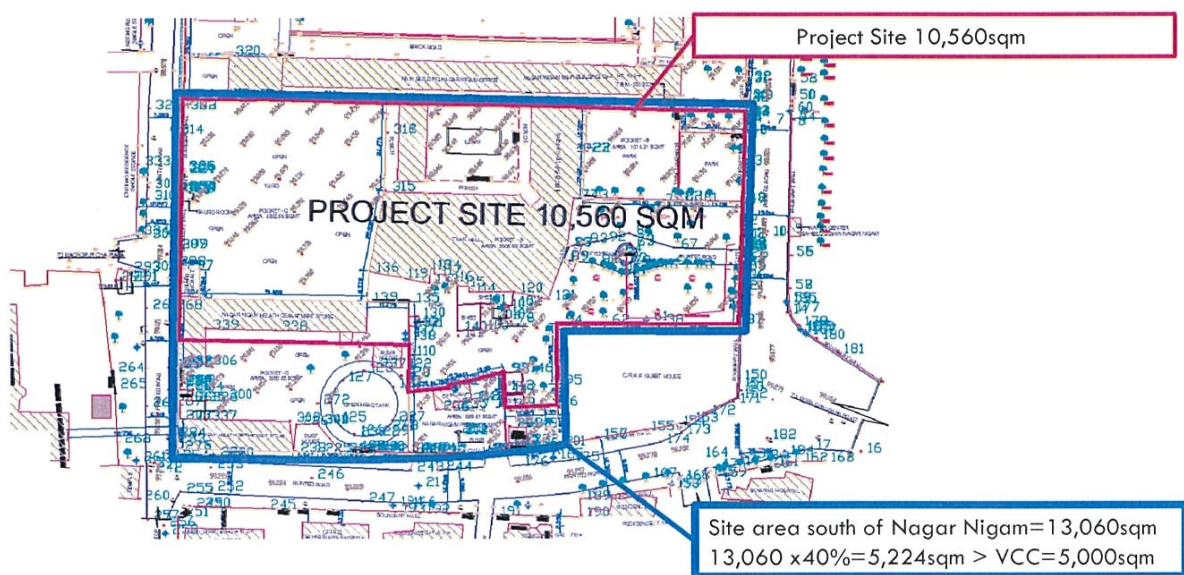
- 1) Convention Centre (a main hall with a full flying tower, which has a capacity of 1,200 seats with a total floor area above ground level of approximately 4,000m<sup>2</sup>).
- 2) Parking facilities with a capacity of 120 cars in accordance with the local building bye-laws.
- 3) Equipment for the convention centre, which would be identified through this survey.
- 4) Technical assistance (the details would be elaborated by November 2017) to develop capacity for operation and maintenance of the facility.

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### 3. SCHEMATIC DESIGN

#### 1. Application for the Building Approval

With consideration of bye-laws of FAR=1.5 and Ground Coverage < 40%, both side agreed to apply building approval with the following



3. SCHEMATIC DESIGN – (1) ARCHITECTURAL DESIGN

2. Facility components and floor plan: see attached floor plan

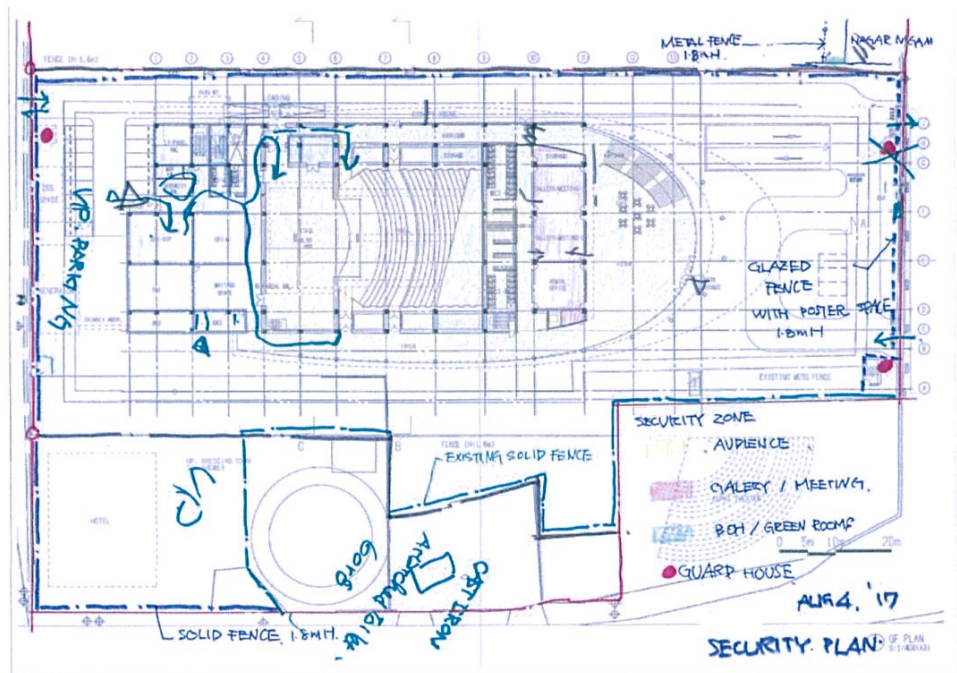
3. Green Building: GRIHA: targeting GRIHA 3 Star Level

4. Security & Safety Items

- Regular Entrances, Service Entrance & VIP Entrance
- Security system in Parking during Auditorium usage and non-usage days.
- Security system within main auditorium building
- Physical Separation / Fencing between Auditorium and Existing VNN building.

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3. SCHEMATIC DESIGN – (1) ARCHITECTURAL DESIGN

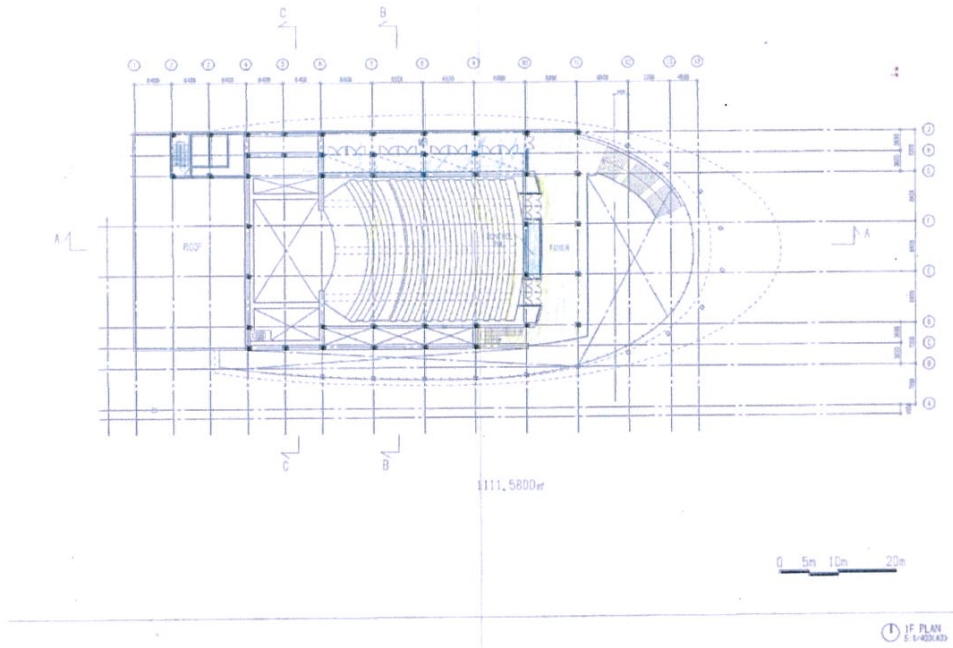


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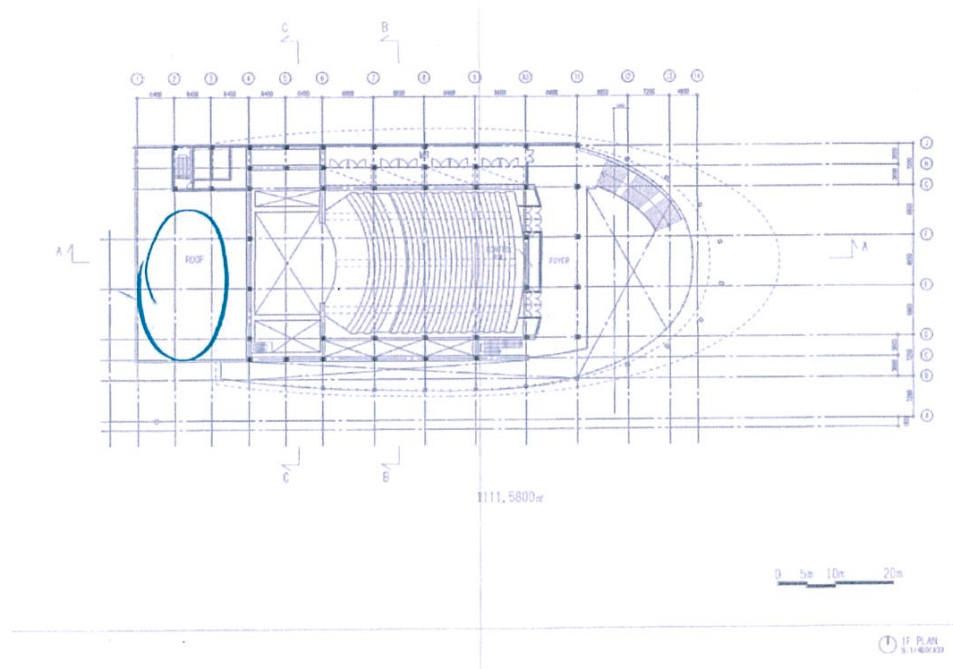
### 3. SCHEMATIC DESIGN – (1) ARCHITECTURAL DESIGN



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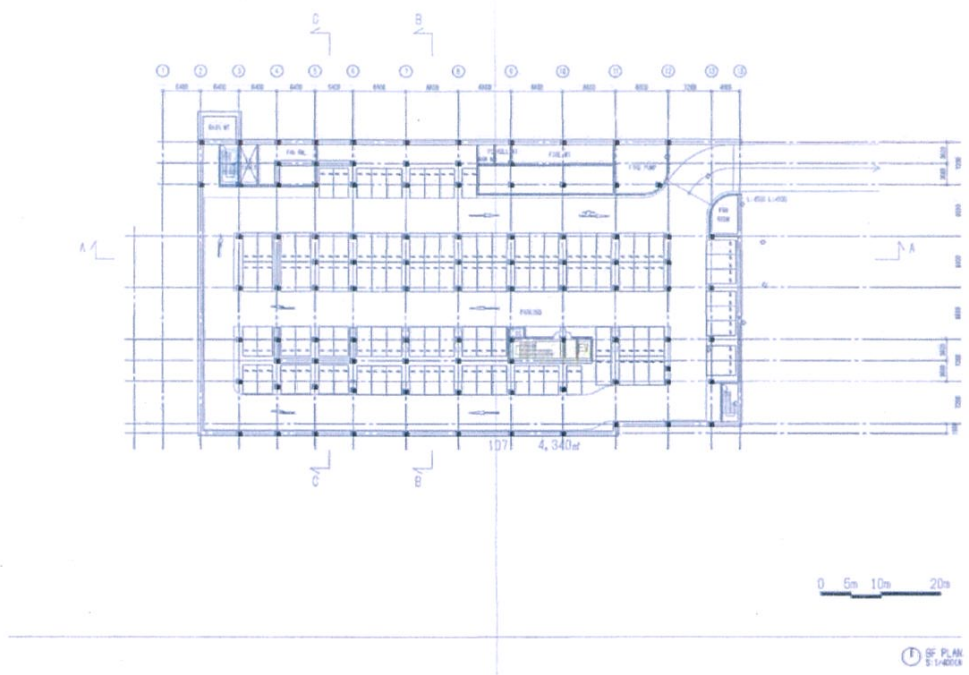
### 3. SCHEMATIC DESIGN – (1) ARCHITECTURAL DESIGN



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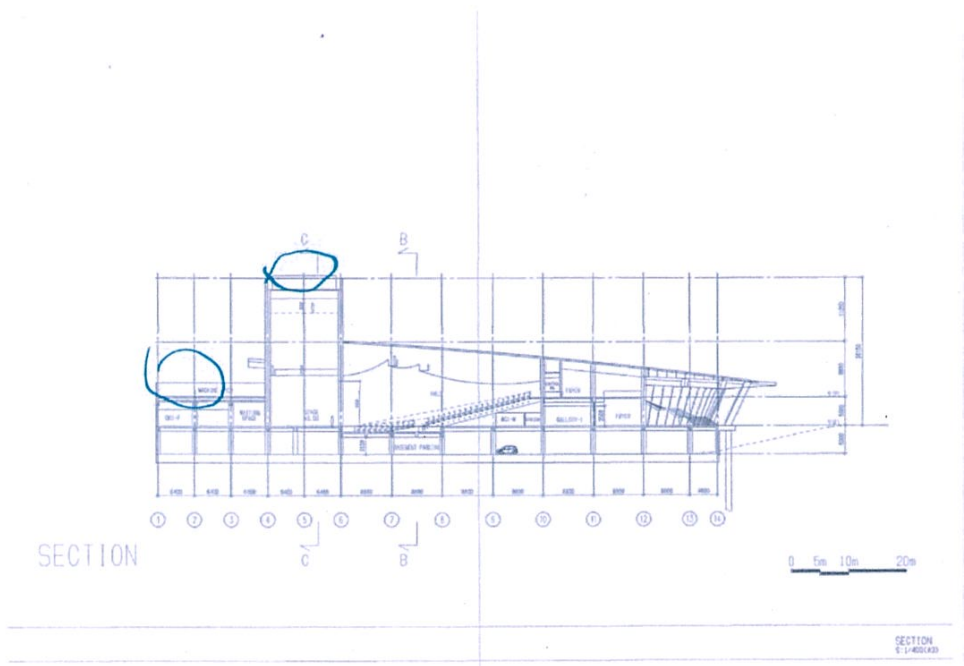
3. SCHEMATIC DESIGN



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3. SCHEMATIC DESIGN – (1) ARCHITECTURAL DESIGN



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### 3. SCHEMATIC DESIGN – (2) STAGE AND ACOUSTIC DESIGN

#### Functional Priority

Type of Event	Short-Term	Long-Term
Conferences, Seminars, and Meetings	✓	✓
Indian Classical Music, Dance & Theatre	✓	✓
Music with PA (Rock, Pops and Jazz Concert)		✓
Theatrical Performance with Music (Drama, Musical-simple)		✓
Theatrical Performance with Music (Opera, Ballet)	N.A.	N.A.

#### Stage Settings

- Based on the site visit studies done so far as well as interviews with various artists, the stage settings along with the various equipment of the Kamani Auditorium of Delhi seems to be a descent bench mark. The design intents of the stage settings and its equipment for the proposed VCC would be a little better than those of Kamani Auditorium in its contemporary context

#### Acoustic Design Level

- Acoustic Design will targeting 40dB (noiz level of sounding area is 75dB)

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### 3. SCHEMATIC DESIGN - (3) STRUCTURE DESIGN

For confirmation of the VCC building structural design stability approval it was confirmed that ETABS or other software based submission is not mandatory.

Following documentation is necessary for approvals purpose:

#### 1. Requirement for calculation:

- Calculation report shall include, member numbers and critical forces (max/min envelope force).

#### 2. Requirement for Drawing set & Documentation Confirming

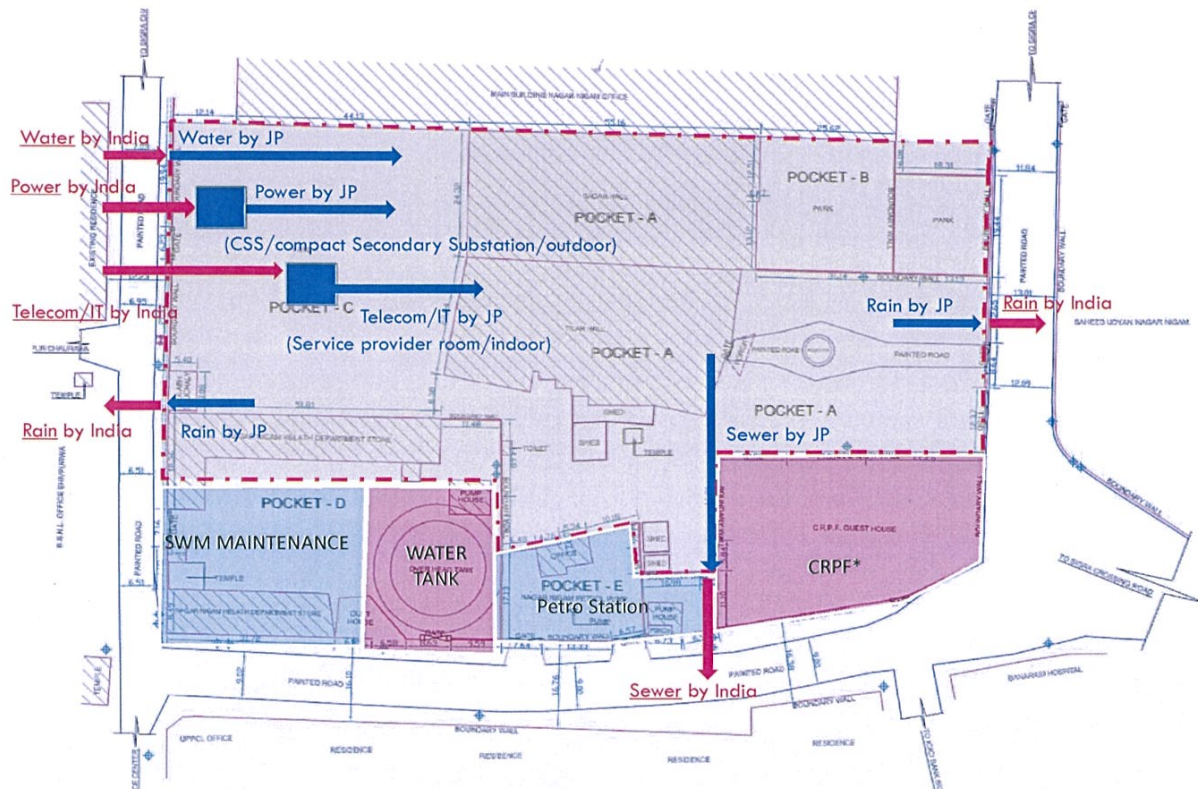
- Type of concrete
- Bearing capacity of footing
- Pile capacity
- Plan and section of framework
- Plan and section of foundation
- Beams
- Detail of frame
- Location of masonry
- Member marks (numbers) on plan/sections
- Suggestive Basement Construction details.

### 3. SCHEMATIC DESIGN – (4)MEP WORK

1. 33kv **Power** from UPERC can be received at north west of this site, as scheduled incoming point, with underground cable.
2. **Telecommunication** line can be provided through north west corner of this site to service provider room by BSNL
3. Free public **Wi-Fi** would be provided by BSNL (with Indian side budget). Just cabling route and service provider room shall be provided by VCC construction work.
4. **Fire** compartment, escape route, smoke control and fire alarm/fighting have been discussed with CFO. Details would be confirmed on Friday 04<sup>th</sup> August at 14:00
5. **Potable water** can be received directly from city water pipe (3 inch) in west side and needs no further treatment.
6. **Sewer** can be connected to city sewer pipe (300mm, 3600mm depth) in south side without any treatment.
7. **Rain water** connection to City Storm Water Drain needs to be confirmed with Ganga pollution department.
8. **Air conditioning system** decided is air cooled system for less maintenance and easy operation.

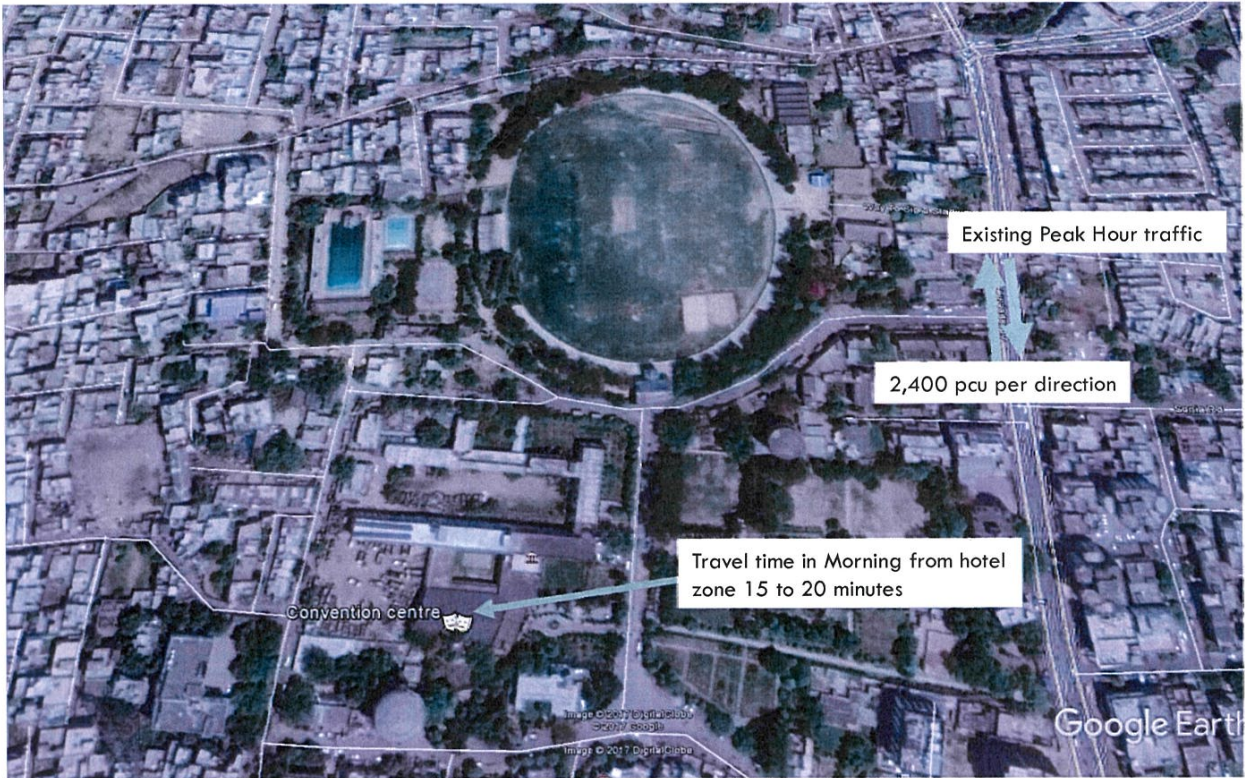
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### 3. DEMARCATION OF MEP WORK



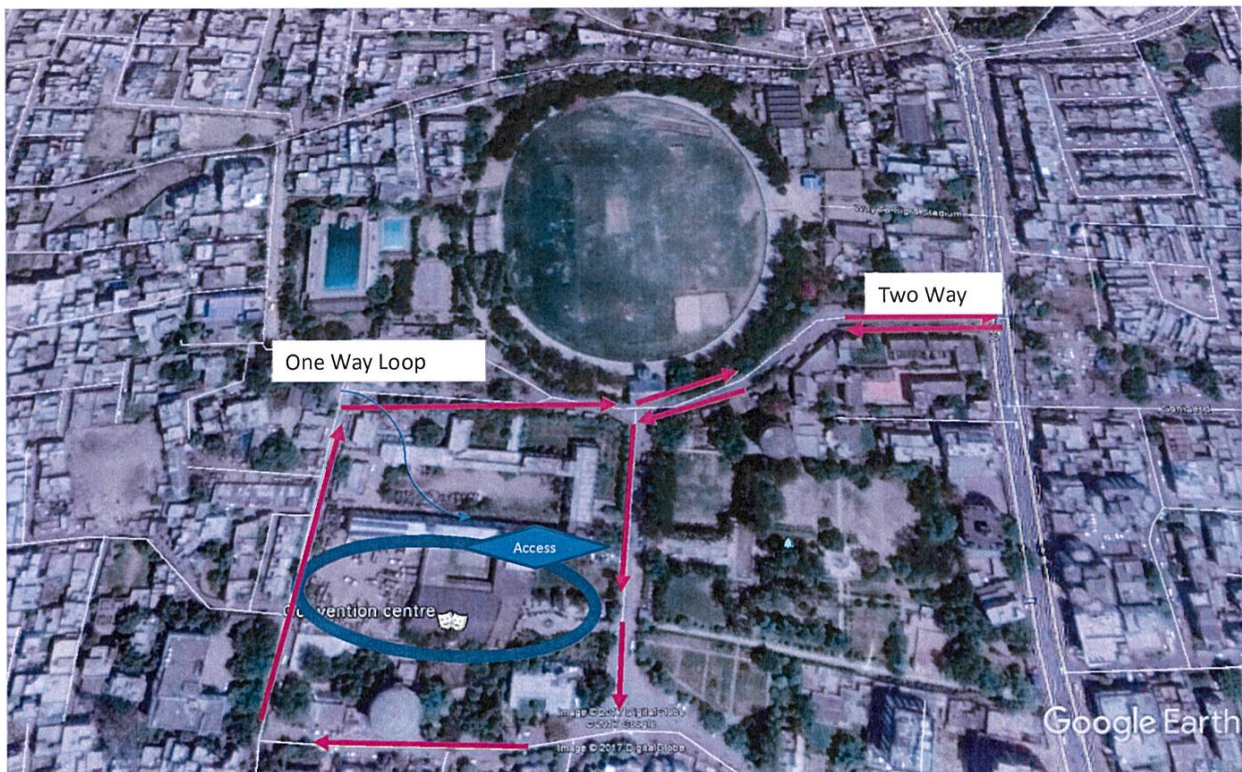
4. ACCESS PLAN

EXISTING SITUATION



4. ACCESS PLAN

PROPOSED SITE ACCESS





#### 4. ACCESS PLAN



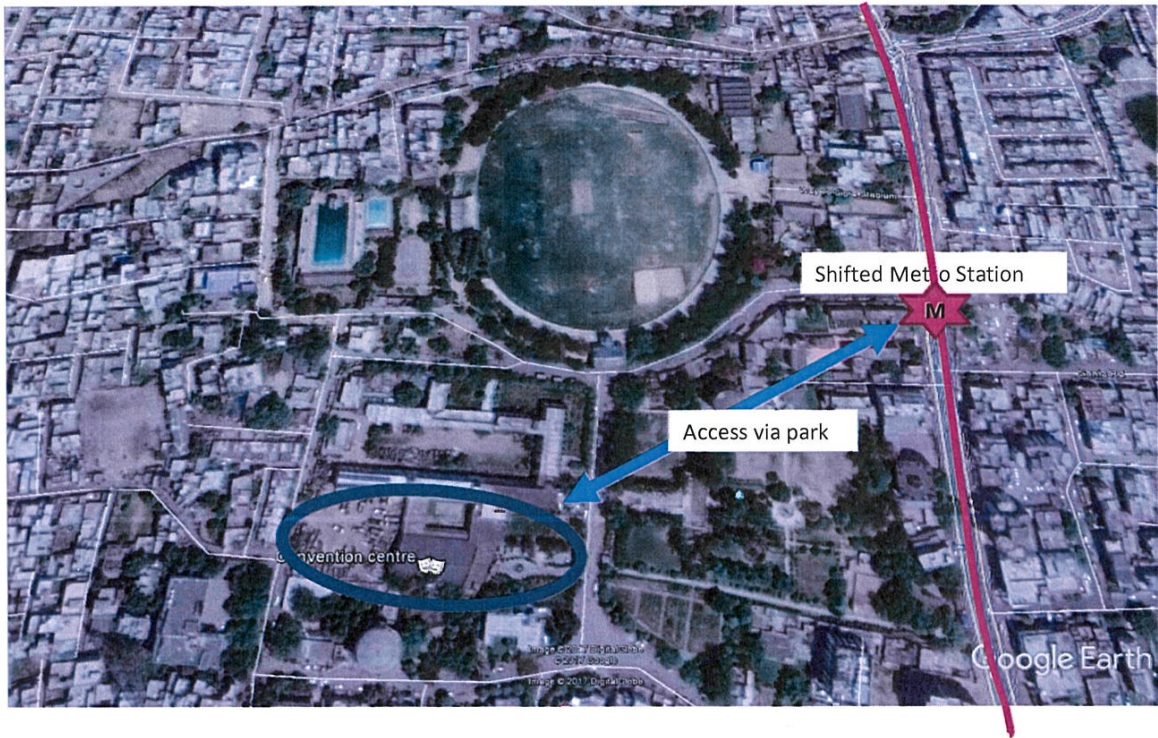
#### 4. ACCESS PLAN PROPOSED METRO LINE



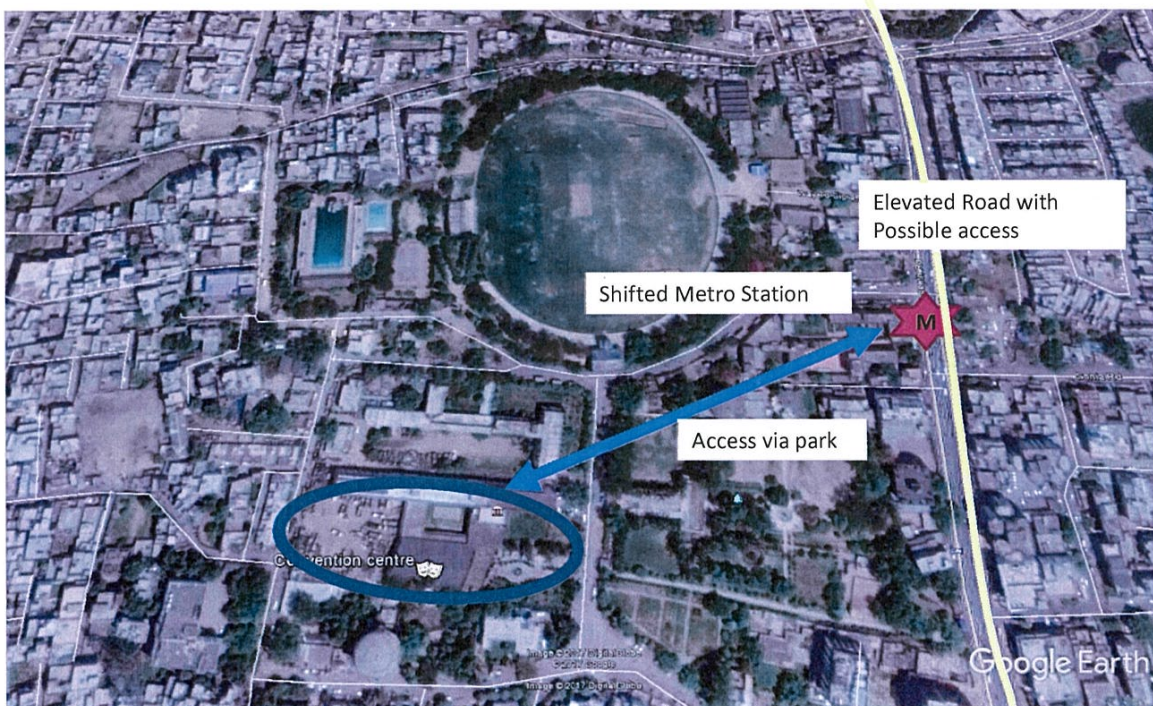
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**4. ACCESS PLAN      PROPOSED METRO LINE**



**1. ACCESS PLAN      PROPOSED METRO PLUS ELEVATED ROAD**



## 5. OPERATIONS MANAGEMENT

### 5.1 Operation Manager of PMU

Although Operation Manager of PMU was originally nominated a consultant of SPV of the Smart City of Varanasi (SPV), Mr. Puneet Aggarwal, in June 2017, Mr. Ramesh Singh, Joint Municipal Commissioner of Varanasi Municipality Corporation, was newly nominated on 24<sup>th</sup> July 2017 by MoHUA.

### 5.2 Roles and responsibilities of executing agency and other related organizations

Regarding operations management and financial planning issues, PMU as the executing agency will coordinate with related organizations and personnel such as members of Advisory Committee, MoHUA, UP State Government and SPV. While the Advisory Committee will make direction and decision on operational issues, a panel of experts comprising of various specialists and art performers such as vocalists, dancers, musicians, actors / actresses and university professors will assist the JICA Study Team (JST) in design and operational issues such as usage and specification of stage, green room and convention hall as well as operational matters such as arrangement, organization and logistics of events and conferences in coordination with PMU.

## 5. OPERATIONS MANAGEMENT

### 5.3 Facilitation of Collaborative Institutions

MoHUA, as the responsible and supervisory agency representing the Indian Government, will facilitate and coordinate for study and design works of JICA Consultants with relevant government organizations such as POM, UP State Government, Varanasi Municipality Corporation, CPWD and SPV of the Smart City. MoHUA will also support PMU to hold coordination meeting in Varanasi with collaborative institutions such as ICCR, SNA, NSD, BHU, various auditoriums, organizers, hotels, tour agents and hospitality institutions, while JICA will coordinate with Japan Foundation for exchange programmes.

### 5.4 Roles and Responsibilities of SPV of Smart City

Divisional Commissioner of Varanasi, Chair Person of SPV, and Municipal Commissioner of Varanasi Municipality Corporation, CEO of SPV, were confirmed that SPV will operate VCC after the completion of the building, however the budget and finance of VCC operations will be necessary for further discussions based on the detailed breakdown of operation and maintenance costs with relevant authorities of Indian Government such as MoHUA, CPWD, UP State, VMC, JICA and JST.

In case of outsourcing operations to the private sector, tender announcement, evaluation and contract agreement will be made by SPV.

## 5. OPERATIONS MANAGEMENT

### 5.5 Finance for VCC Operations and Maintenance Costs

VCC Operations and Maintenance Costs are not only for utility costs, E/M operation and maintenance cost and facility maintenance costs, but also manpower costs for various specialists such as stage setting-up specialists, sound and light organizers, drop-curtain operators as well as marketing and promotion costs, MICE attraction costs and saving depreciation costs.

Although VCC does not have profitable facility and services at the initial stage, requires initial subsidies to properly operate and hold various art and cultural events.

Therefore MoHUA suggested that there will be two alternative financial options as follows:

- 1) Utilizing function and fund of CPWD to cover necessary operations and maintenance costs for VCC. In case CPWD needed for specialists for convention operations, CPWD will outsource these specialists.
- 2) Setting up one time corpus fund (approximately INR 50 crores) kept in a fixed deposit to generate annual interest (INR 3.25 crores by 6.5% interest rate) financing for OM cost.

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## 5. FUTURE DEVELOPMENT

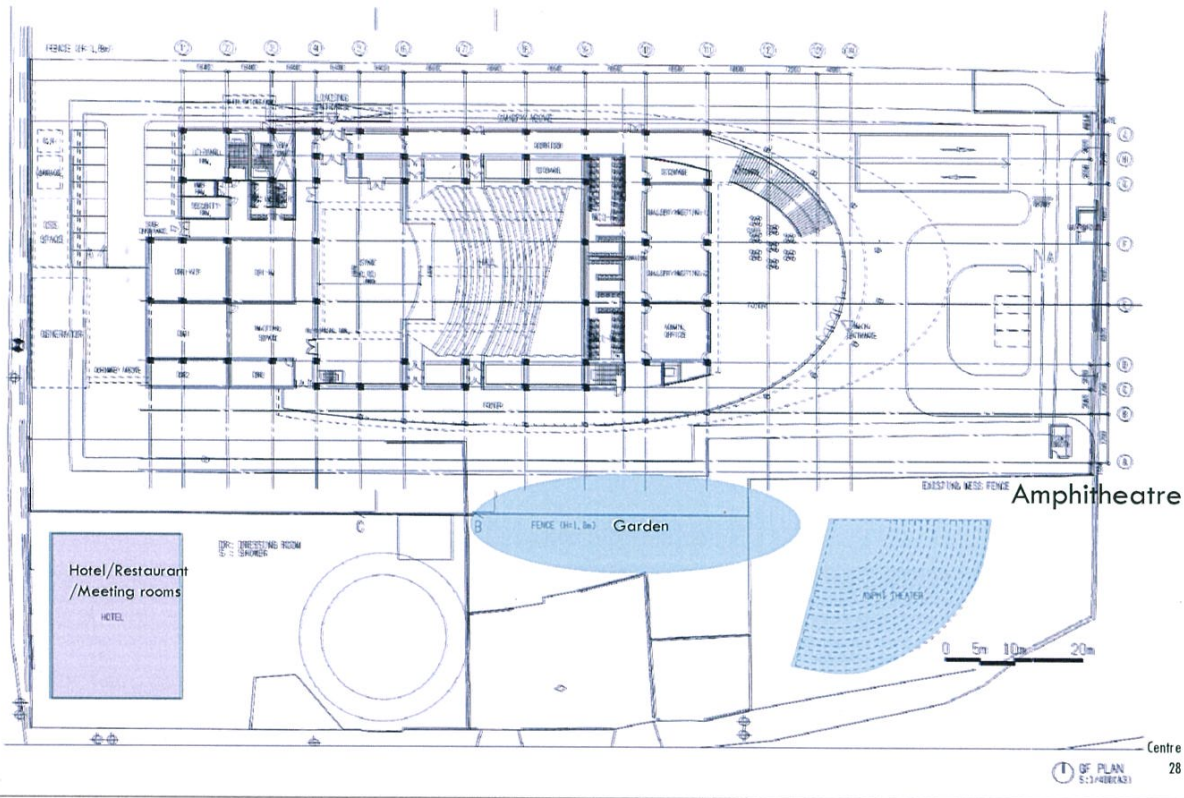
### Functions and Evolvement of VCC

JST explained and it was no objection that limited land space and budget, prioritization of functions of VCC was necessary at the initial stage of operation, thus the auditorium with fixed chairs and full-flying stage setting for art and cultural performances as well as conferences, seminars and meetings will mainly be made and financed by the Japanese Government through JICA.

However, the Indian Government will construct remaining necessary facilities under the rehabilitation development of Varanasi Municipality Complex to fulfil and upgrade VCC which will be able to hold international conventions.

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5. FUTURE DEVELOPMENT



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