
Request for Proposal (RFP)

for

PROJECT Management Consultant

for

THE DESIGN AND CONSTRUCTION OF WAREHOUSE AND TRAINING CENTRE REDEVELOPMENT PROJECT

at

VIKHROLI, MUMBAI

118, Lal Bahadur Shastri Road, Vikhroli West, Mumbai, Maharashtra 400083

Indian Red Cross Society,
Maharashtra State Branch
141 Shahid Bhagat Singh Road
Town Hall Compound
Mumbai – 400 001

Indian Red Cross Society
National Headquarters
1 Red Cross Road
New Delhi - 110 001

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SECTION 1 NOTICE TO BIDDER

Indian Red Cross Society (IRCS, PIC) invites sealed bids with office stamp and signature in the envelopes from eligible bidders to submit Proposals for PROJECT MANAGEMENT CONSULTANT FOR THE DESIGN AND CONSTRUCTION OF A WAREHOUSE AND TRAINING CENTRE located at Vikhroli, Mumbai.

This Request for Proposal (“RFP”) sets out the process by which a bidder, who offers a Proposal in response to the RFP (a “Bidder”), will be identified for potential award of the Contract.

Please review the attached document and submit your **1) technical proposal** and **2) financial offer** in two separate **sealed envelopes** as described in section 5 and section 6, to the address noted below in accordance with the deadlines set forth below:

General Secretary
Indian Red Cross Society, Maharashtra State Branch
141 Shahid Bhagat Singh Road, Town Hall Compound
Fort, Mumbai – 400 001

Date of Project Consultant & Tender Bid documents /forms available: Monday 15th July, 2024 in IRCS Maharashtra State Branch website www.redcrossmaharashtra.org.

Note: The Tender Notice will be published on the IRCS NHQ Website, the Times of India Mumbai edition, the Maharashtra Times Mumbai edition.

a. Publication of RFP on IRCS Maharashtra State Branch (MSB)

Website: www.redcrossmaharashtra.org July 15, 2024

b. Site Visit whoever interested July 22 & 23, 2024 from 10:00 am - 2:00 pm

c. Pre-bid online meeting July 25, 2024 at 2:00 pm - 4:00 pm

Zoom meeting Link for Pre-bid meeting:

<https://us06web.zoom.us/j/89964074681?pwd=fMSpxVvhptJhBfJbTsaVPaVDa4Zo9A.1>

Meeting ID: 899 6407 4681

Passcode: 188072

d. Deadline for Tender Submission August 5, 2024 at 2:00 pm

e. Tender Opening Date August 5, 2024 at 2:15 pm

at Indian Red Cross Society Maharashtra State Branch, 141 Shahid Bhagat Singh Road, Town Hall Compound, Fort, Mumbai – 400 001

ALL BIDDERS ARE ENCOURAGED TO ATTEND THE BID OPENING SESSION AT THE MSB OFFICE.

Time for project completion : 24 months (excluding DLP)

Bid validity period : 90 (Ninety) calendar days from tender submission deadline.

Earnest Money Deposit EMD : Rs 40,000 (Rupees Forty Thousand only), Refundable.

RFP documents with tender forms availability: www.redcrossmaharashtra.org

If any dispute arises regarding the interpretation or instruction on the downloaded Section -10 Bid Forms (1-4) the PDF version with IRCS Maharashtra State Branch stamped copy will be final. The PDF part is mentioned under Section -10 on page -2 of the indexed tender documents.

EMD is a lump sum value and is not related to total consultancy value. EMD and Tender fee should be payable in the form of Demand Draft (DD) or Pay Order from the Scheduled Banks (India), in favour of Indian Red Cross Society Maharashtra State Branch. EMD shall be valid for 90 (Ninety) days. EMD should be included in Technical Proposal (Envelope A). Bids received without EMD shall be rejected.

EMD of Bidders shall be returned within 15 days after signing of Agreement with the successful bidder. EMD of selected bidder shall be forfeited if the firm fails to sign the Agreement within 15 days of receiving LOA.

Any Bid Proposals received by IRCS Maharashtra State Branch after the Deadline may be rejected and returned unopened to the Bidder. Submission by facsimile or e-mail is not acceptable. Joint Venture is not accepted.

Any enquires must be in writing by email: vikhroliproject@gmail.com

Address for submission:

General Secretary,
Indian Red Cross Society Maharashtra State Branch,
141, Shahid Bhagat Singh Road,
Town Hall Compound,
Fort, Mumbai – 400 001

SECTION 2 DEFINITIONS

Throughout this Request for Proposal (**RFP**), unless inconsistent with the subject matter or context

- “Agreement”** means any written contract between the Indian Red Cross Society, Maharashtra State Branch and the Consultant, or any Purchase Order issued by the PIC to the Consultant, with respect to any Services contemplated by this RFP, and shall be deemed to include the Scope of Services in accordance with Schedule “A” for the provision of Services as set out in this RFP.
- “Bidder”** means Project Consultant that submits a Proposal in response to a formal Request for Proposal (RFP).
- “Consultant”** means the Project Consultant whose Proposal is selected by PIC tender evaluation committee through the evaluation process as described in this RFP.
- “CRC”** means Canadian Red Cross Society
- “CPWD”** Central Public Works Department, Government of India
- “Deadline”** Tender Submission Deadline
- “EMD”** Earnest Money Deposit.
- “Gol”** means Government of India.
- “HQ”** means National Headquarters of IRC.
- “LOA”** Letter of Acceptance
- “PIC”** means IRC-NHQ formed an authorized Project Implementation Committee with project implementation authority.
- “Project”** refers to the Design and Construction of a Warehouse and Training Centre located in Vikhroli, Mumbai.
- “Proposal”** means an offer submitted by a Bidder in response to a formal Request for Proposals (RFP), which includes all documentation necessary to satisfy the RFP's submission requirements.
- “RFP”** means Request for Proposal package in its entirety, including all Appendices and any bulletins or Addenda that may be issued by PIC.
- “Services”** means all services and deliverables to be provided by the Consultant as described in this RFP.

“TEC” means Tender Evaluation Committee.

“Works” means the permanent works to be executed (including goods and equipment) to be supplied by the PIC and third parties) for the completion of the Project.

SECTION 3 PROJECT INFORMATION

3.1 IRC, EXISTING WAREHOUSE

Indian Red Cross Society (IRC) has an existing regional warehouse in Vikhroli, Mumbai. The warehouse is for storing disaster relief materials which will support 36 districts of Maharashtra state. The two storied buildings were designed and constructed by State PWD in 1987. The buildings were completed in 1989. The Warehouse complex in Vikhroli has the following facilities:

Sn	Description	Unit	Area sq. ft.
1	Warehouses (14' height)	4 numbers	20,000
2	Packing Shed (10' height)	1 number	1,000
3	Workers Toilet	1 number	200
4	Garages	2 numbers	1000
5	Administrative Office	1 number	800
	Total Area		23,000

The condition of the buildings has deteriorated over time and at present they are no longer functional. In 2020, IRC requested CPWD to do the structural evaluation of the building. The structural audit report confirmed that the building was unsafe to use in its current state.

IRC has decided to demolish the existing building and design and construct a new energy efficient and sustainable warehouse in the same location. IRC has further planned to design and construct a modern training centre to train its volunteer and staff and furthermore to rent it out to business communities for income generation. Please refer to the Scope of Work for details.

It is advised that the bidder should visit the site to understand the existing conditions of the building and the site conditions before preparing the proposal.

3.2 LOCATION

Address:

118, Lal Bahadur Shastri Rd, Surya Nagar,
Chandan Nagar, Vikhroli West, Mumbai, Maharashtra 400083

Geographical Coordinates: 19°06'56.1"N 72°55'29.8"E

The Vikhroli site is in a well-built-up prime area with excellent access to road and railways network. It is situated at the bottom of a small hill with exposed rock outcrops. The area of the plot is 5 Acres (217,800 sq. ft.) but actual area for building construction is less due to slope of the hill. The survey number of the plot is 332 CS No. 35, part of Hariyali Taluka, Kurla. In January 1985, the Bombay Municipal Corporation (BMC) earmarked the property exclusively for Red Cross warehousing.

3.3 Satellite Image



3.4 CONSTRUCTION BUDGET

The construction budget (excluding consultancy fees) is approximately INR 104,857,500.00

3.5 PROJECT TIMELINE

To define the scope of work in detail and guide the bidder to prepare the technical and financial proposals, the activities are divided into 5 (five) phases.

The IRC, PIC estimated timeline is as follows:

- | | |
|---|------------|
| • Planning Phase | 1.5 months |
| • Design and Documentation Phase
<i>(Including approval from the Municipality and Local Authorities)</i> | 2.5 months |
| • Tendering and selection of Contractor | 2.0 months |
| • Construction Phase | 18 months |
| • Post Construction (Defects Liability Period (DLP)) Phase | 12 months |

IRC, PIC wants to demolish the old existing buildings and complete the design and construction of the new buildings in 24 months, excluding the post-construction phase. In coordination with the IRC, PIC Maharashtra State Branch, the Consultant is responsible for getting a demolition permit for the old building and construction of the warehouse cum training center project from the Municipal Corporation of Greater Mumbai.

This is only PIC's estimated timeline; however, sooner would be better. The Bidder should carefully study the scope of work described in Schedule A and submit a pragmatic work plan with the Technical Proposal.

3.6 KEY PARTNERS AND STAKEHOLDERS

IRC, Project Implementation Committee (PIC) will lead the Project. Canadian Red Cross (CRC) is the donor, providing funds through IRC and PIC to implement the project. PIC and the project team will take the lead role in coordinating, planning, and implementing the Project. Monthly meetings with all stakeholders will be held to ensure good communication with key partners.

SECTION 4 SCOPE OF WORK

IRC is planning to design and construct sustainable, disaster-resistant, and energy-efficient buildings, making the best use of the available land to construct the following facilities.

- Warehouse complex including admin, approximately 16,000 sq. ft. (**Stage 1**)
- Modern training centre, approximately 5,000 to 7,000 sq. ft. (**Stage 2**)
(Foundation to be designed for 5 storey high building for future extensions)

The new building shall be constructed on the same location after demolishing the existing buildings and other structures.

The warehouse complex (Stage 1) will consist of:

- Demolition of existing buildings and other existing structures.
- Storage area / volume for relief items.
- Cold storage room for medical items.
- Packing shed.
- Administrative office.
- Staff quarters
- Landscaping and parking area.
- Internal road and drainage.
- Boundary walls and security lighting.
- Rainwater harvesting system.
- Septic tank, and soak pit.

The design should follow warehouse design principles under DCPR 2034 and be disaster-resistant, energy-efficient, and sustainable.

The Bidder should follow the rules and regulations of the local authority, obtain statutory approvals and NOCs from the concerned authority, etc., and obtain any other NOCs that may be necessary.

Structural and Engineering designs must meet the National Building Code and Indian Standard Code of practice. The foundation should be designed for a five-story high building.

The Consultant shall prepare the following:

- Site plan showing existing service line
- Masterplan.
- Architectural plans.
- Municipal Drawings for getting approvals / NOCs from local authorities (MCGM, Fire, etc)
- Structural and Engineering designs.
- MEP as per requirements of warehouse and training center
- Geotechnical Survey, including soil test report.
- Drawings, Specifications.
- Bill of Quantities.
- Tender documents for construction.
- Site supervision and quality control of contractor's works.

The Consultant will assist PIC and the project team in tendering and selection of the Construction company, and during the construction phase, the Consultant shall be responsible for Construction Project Management.

After getting the master plan and engineering cost estimate from the consultant, PIC will decide on the construction of buildings in different Stages.

Project Management Consultant required the following license registration in MCGM / local authorities.

Council of Architect (COA) / Licence Surveyor (LS)

License Structural Engineering

Licence Plumber

Site Supervisor

Mechanical Electrical and Plumber Consultant (MEP Consultant)

Liaison Person in Local Authorities

For a detailed description of the work required in each phase, refer to Schedule A, Scope of Work.

SECTION 5 TECHNICAL PROPOSAL

- 5.1 The PIC has formulated the procedures set out in the following provisions in this section to ensure that it receives Proposals through an open, competitive process and that Bidders receive fair treatment in the solicitation, receipt, and evaluation of their Proposals. The PIC may reject the Proposal of any Bidder who fails to comply with any of such procedures. Notwithstanding this, the PIC makes no guarantees to the Bidder.
- 5.2 Proposals should address the proposal content requirements as outlined herein and must be well-ordered, detailed, and comprehensive. The PIC retains the right to disqualify any incomplete Proposals; however, the IRC PIC shall not be required to do so. Clarity of language, adherence to suggested structuring, and adequate, accessible documentation are essential to the PIC's ability to conduct a thorough evaluation.
- 5.3 The original bid shall be prepared in indelible ink. It shall contain no inter-lineation or overwriting, except as necessary to correct errors made by the Bidder. The person who signs the Bids must initiate any such corrections.
- 5.4 An authorized representative of the Bidder shall initial all pages of the Technical Bid. The representative's authorization shall be in the form of a written power of attorney accompanying the Bid or in any other form demonstrating that the representative has been duly authorized to sign.
- 5.5 The Proposal shall be submitted in English.
- 5.6 **The Technical Offer shall be submitted separately** as part of the two-envelope process. Refer to Section 5 (Technical Proposal) for details on what to include within the Technical Offer. **Including pricing information in the technical proposal may render the Proposal submission invalid.**
- 5.7 The Proposal document becomes the property of the PIC and will not be returned. The PIC is not liable for any oral information provided to any Bidder. The PIC reserves the right, in its sole and absolute discretion, to change the dates or deadlines or to reject any or all the Proposals or to change the limits and scope or to cancel this Proposal call without incurring any cost or liability. The PIC further reserves the right, in its sole and absolute discretion, to waive any irregularities in any Proposal, to negotiate modification of any Proposal, to request clarification and additional information on any Proposal. At its sole and absolute discretion, the PIC may independently verify any information in any proposals. The PIC reserves the right to disqualify any Proposal containing potentially false or misleading information.

- 5.8 Any effort by Bidders to influence the Tender Evaluation Committee or PIC's processing of the Proposal comparison or contract award decisions may result in the disqualification and rejection of the Bidder's Proposal.
- 5.9 The **Technical Offer** must be packaged and sealed (office stamp and signature) in a separate envelope (Envelope A) labeled Technical Offer, displaying a full and correct return address.
- Submissions by fax, telephone, electronic message, or telegram will not be accepted.

SECTION 6 FINANCIAL PROPOSAL

- 6.1 The fee payable by PIC to the selected Bidder for the Project Consultant for Architectural, Engineering, and Project Management services as described in this RFP shall be a **fixed fee Lump Sum contract** and shall be inclusive of all applicable taxes, levies, additional fees, insurances, performance security, and associated costs as set out in the Agreement.
- 6.2 The Financial Offer for the Project Consultant for the Architectural, engineering, and Construction Project Management services shall include all professional services required, including sub-consultant fees, including but not limited to all architectural, structural, mechanical, electrical, plumbing, interior design, and other professional services by specialty consultants to complete the Project.
- 6.3 The Financial Offer must include all costs such as salaries, accommodation, rentals, transportation, travel, equipment, drafting, printing, office expenses, required insurances and all other incidental costs associated with performing of the services. No other cost will be paid except for any additional services requested by IRC, PIC, as outlined below under point 6.4.
- 6.4 Additional services requested by the PIC shall be reimbursed at the hourly rates specified by the Bidder in its Proposal. Additional services and associated reimbursable expenses shall be carried out only with the prior written consent of the IPIC.
- 6.5 The preparation of Change Management Documents (example: Change Request, Contemplated Change Notice, Change Order/Change authorization, Change Directive) is part of Additional Services if the change in Work is not due to a design error or omission by the Bidder or its sub-consultants, or if the proposed change in Work is not an unforeseen condition that should have been reasonably foreseen by the Bidder or its sub-consultants. The PIC must approve all such changes in writing.
- 6.6 Submit a schedule of proposed hourly rates for all project personnel by classification. These rates, once approved, will be used for payment for services provided under this assignment up to the upset limit of the financial offer and any part of the work to be paid for additional services on a time basis. These rates will be fixed for the duration of the assignment up to the completion date as identified in the Bidder's project schedule, including the post-construction services. The PIC will consider requests for rate adjustment, should the duration of the project extend beyond the proposed schedule due to delays beyond the Bidder's control. The rate adjustment shall not exceed the current consumer price index plus two percent. Rate adjustment will not be considered for delays caused by the Bidder or its sub-consultant.
- 6.7 The selected Bidder shall make payment to its sub-consultants for services and additional services based upon a schedule of payments to be agreed upon between the selected Consultant and sub-consultant.

- a. The PIC will have the right to request evidence of proof of payment by the selected Consultant to the sub-consultants before making any subsequent payment for the services.
- b. If for any reason the Selected Consultant is holding payment to the sub-consultants, the selected Consultant shall promptly notify the PIC in writing of the reasons for withholding such payments.

6.8 The **Financial Offer** must be packaged and sealed in a separate envelope (Envelope B) labelled **Financial Offer** displaying a full and correct return address. Submissions made by fax, telephone, electronic message, or telegram will not be accepted.

6.9 PAYMENT SCHEDULE

Payment shall be paid in percentage of Total Consultancy Fee (Total Bid Value), following the receipt of an invoice and in accordance with the terms set out in the Professional Services Agreement. IRC, PIC proposed schedule of payment shall be as follows.

- 1st payment: 10% Advance after signing the Agreement and submission of Bank Guarantee acceptable to IRC, PIC.
- 2nd payment: 10% after completion of Planning Phase (*Ref. Scope of Work A.1*)
- 3rd Payment 10% after completion of Architectural Designs (*Ref. Scope of Work A.2.1*)
- 4th Payment: 20% after completion of detailed designs and approved by PIC in coordination with IRC including construction permit (Full Commencement Certificate) and NOC from the BMC and other related competent authorities. (*Ref. Scope of Work A.2.2 to A.2.12*)
- 5th Payment: 10% after completion of Tendering phase (*Ref. Scope of Work A.3*)

Balance 40% of the total fee will be paid based on the progress of the construction.

Advance Bank guarantee will be released after completion of tendering phase.

IRC, PIC shall retain 5% from each payment and release the retentions as follows.

- ⇒ 2.5% after substantial completion of construction phase as mutually agreed upon.
- ⇒ 2.5% after completion of Defect Liability Period (DLP)

Disbursements shall only be in accordance with expenses properly and truly incurred in the performance of services required for this assignment.

6.10 LIQUIDATED DAMAGES

In case of delay in submission of any deliverable, liquidated damages not exceeding an amount equal to 0.1% (zero-point one percent) of the Consultancy Fee per day, subject to a maximum of 2.5% (two-point five percent) of the Consultancy Fee will be imposed and shall be recovered by appropriation from the Performance Security or otherwise. However, in case of delay due to reasons beyond the control of the Consultant, suitable extension of time shall be granted, without any penalty, on written request justifying the cause of such act.

6.11 CURRENCY

All prices shall be quoted in Indian Rupees (INR).

6.12 TAXES

All applicable taxes, fees, levies, or additional costs must be clearly quoted in the Proposal.

6.13 INSURANCES

The successful bidder will submit following insurances prior to signing the Agreement.

- i) **Firm's Project Staff's Safety and Insurance:** The Consultant shall alone be fully responsible for health and safety, and security and insurance or life insurance of their personnel who is assigned to the project including sub-consultant. IRC, PIC shall not be liable for any compensation in case of any injury and / or death while performing their duties.
- ii) **Third Party Motor Vehicle Liability Insurance:** The Consultant shall maintain the required insurances operated by their Personnel or Sub-consultants or their personnel for the period of Consultancy Services.
- iii) **Professional Liability Insurance:** The Consultant shall maintain at its expense, Professional Liability Insurance including coverage for errors and omissions caused by Consultant's negligence, breach in the performance of its duties under the Contract from an Insurance Company permitted to offer such policies in India, for a period of one year beyond completion of Consultancy Services.

6.14 PERFORMANCE SECURITY

The successful bidder will submit the Performance Security, equivalent to 10% of the total consultancy fee, from reputed and recognized financial institution acceptable to IRC, PIC prior to signing the Agreement.

The Performance security must remain valid for a period of 60 days beyond the completion Defect Liability Period.

IRC, PIC shall have the right to invoke and appropriate the proceeds of the Performance Security, in whole or in part, in the event of breach of this Agreement or for recovery of liquidated damages specified in this Clause.

The Performance Security must be submitted within 15 days of issue of LOA.

SECTION 7 PROPOSAL DOCUMENTATION AND DELIVERY

- 7.1 Bidders shall submit the Technical Proposal and Financial Offer in two separate sealed envelopes as described below.

Envelope A, Technical Proposal: include one (1) signed original copy and two (2) hard copies, and one (1) USB data key of the Technical Proposal in one sealed envelope, and clearly mark "Envelope A – Technical Proposal". Include EMD with Envelope A together with Technical Proposal. ***Do not include any information on the Financial Offer.***

Include following documents in the Envelope A

- Bid Form-1 Technical Proposal
- Bid Form-2 References (Minimum two references)

EMD should be included in the Technical Proposal (Envelope A).

Bids received without EMD shall be rejected.

Envelope B, Financial Offer: include **one (1) signed original and (1) hard copy** of the Financial Offer, **and one (1) USB data** of the Financial Offer in a separate **sealed envelope** and clearly mark it as “**Envelope B, Financial Offer**”.

Include the following documents in the Envelope B

- Bid Form-3 Financial Offer
- Bid Form-4 Bid submission and declaration form.

The sealed Technical Proposal (**Envelope A**) and the separate, sealed Financial Offer (**Envelope B**) shall both be placed into another bigger envelope which shall display a full and correct return address of the Bidder.

- 7.2** Submissions made by fax, telephone, electronic message, or telegram, or after the submission Deadline specified in Section 1, will not be accepted.
- 7.3** Delays caused by any delivery service, including post and courier, shall not be grounds for an extension of the Deadline, and Proposals that arrive after the Deadline will not be accepted.
- 7.4 PROPOSAL VALIDITY**
- i. Proposals will remain valid, and irrevocable, for a period of 90 days from the tender submission Deadline.
 - ii. The IRC, PIC shall ordinarily be under no obligation to process and evaluate the Proposal within the stipulated validity period. However, under exceptional circumstances and for reasons to be recorded in writing, if an extension is considered necessary, all those who have submitted their Proposals shall be asked to consent to an extended Proposal validity period. **Bidders who,**
 - a. Agree to IRC, PIC request for extension of Proposal validity period shall not be permitted to change the substance of their Proposals; and
 - b. Do not agree to an extension of the Proposal validity period shall be allowed to withdraw their Proposals upon expiration of the initial validity period.

SECTION 8 PROPOSAL EVALUATION AND SELECTION PROCESS

- 8.1** The Proposals will be evaluated by the Tender Evaluation Committee (TEC), based on the bidder's Technical Proposal and Financial Offer. The Bidder will be selected, in the IRC, PIC's sole and absolute discretion, based on the Proposal that best meets the IRC, PIC's requirements under this RFP and providing a satisfactory overall value to the Project.
- 8.2** The Financial Offer will NOT be only one determinant for acceptance of a Proposal by the IRC, PIC. The lowest Financial Offer will not necessarily be accepted, and the IRC, PIC reserves the right to reject any or all Proposals. By responding to this RFP, Bidders will be deemed to have agreed that the decision of the Tender Evaluation Committee will be final and binding.
- 8.3** In submitting a Proposal, the Bidder acknowledges and agrees that the IRC, PIC will not be responsible for any costs, expenses, losses, damages, or liability incurred by the Bidder as a result of or arising out of submitting a Proposal, or due to the IRC, PIC's acceptance or non-acceptance of its Proposal.
- 8.4** The TEC, formed by the PIC, will evaluate all proposals through a comprehensive review and analysis. At its sole discretion, the PIC may retain additional committee members or advisors.

The TEC's aim is to select the best proposal based on the evaluation criteria. The PIC must approve the TEC recommendations for execution.

8.5 TECHNICAL EVALUATION CRITERIA

8.5.1 Minimum Eligibility Criteria

- a) The Bidder submitting the Proposal for this Project will include documentation that they are licensed to provide Architectural and Engineering services, such as structural engineer, licensed plumber, etc., in MCGM.
- b) The firm must have PAN and GST registration number (Documentary evidence is to be submitted.)
- c) A registered stamp paper partnership deed must be submitted in the case of a partnership firm.
- d) The Bidder must submit evidence of having an established office in the State of Maharashtra.
- e) The Bidder must include the Tax Clearance Certificate for fiscal year 2023/2024 and other documents when submitting the proposal.
- f) The average annual financial turnover from the consultancy services only, for the last three years shall be at least 60% of the financial offer. Copies of audited balance sheets and consultancy turnover must be submitted to substantiate the financial turnover.
- g) The Bidder should not be blacklisted / debarred by any Government / Semi Government Department. Please attached an undertaking (self certification on Bidder's letter head) that the Bidder is not blacklisted by any Government Department.
- h) The Bidder must demonstrate proven experience in planning, designing, costing, quality control, and construction project management of similar projects within the past five (5) years, which should be submitted according to the provided format in the bid forms. Experience for work under progress shall not be considered.
- i) The Director / Partner / Proprietor of the firm should be registered with the Council of Architecture, India, and should have a minimum experience of 10 years after obtaining an architectural degree. The firm having staff with a minimum of similar experience can be considered.
- j) If the Bidder does not fulfill the above requirements set forth herein, the Proposal may be rejected. During the bidding open, TEC will evaluate based on the available documents. TEC will not consider the document provided after opening the tender. The Financial Offer may not be evaluated.

8.5.2 The Technical Evaluation criteria will include, but not necessarily be limited to, completeness, conciseness, and general suitability of Proposals as outlined in Section 5.7 Technical Proposal.

- i. Bidder's Profile (5 points)
- ii. Experience of the Bidding Firm (15 points)
- iii. Resources available for the project (20 points)
- iv. Workplan and deliverable (10 points)

- v. Method statement (10 points)

Total **Technical score** is 60 out of 100 and the **Financial score** will be maximum 40 out of 100. Lowest Financial offer will get 40, and others will be prorated.

To prove the experience, the Bidder shall provide details of the project, including a description, dates, value of the Project, owner, and staff representatives, CVs of the professional and support staff and sub-consultant who will be working for the project as explained in section 5.7. The PIC may contact the individuals and companies to confirm the details provided in the technical proposal.

8.6 EVALUATION AND SELECTION PROCESS

- 8.6.1 The Tender Evaluation Committee (TEC) will utilize the best format/criteria, in its sole discretion, for the evaluation and selection process to establish a Total Score for each Proposal as noted in the sample evaluation table below:

A.	Minimum Eligibility Criteria (Section 8.5.1)	Pass/Fail
B.	Technical Evaluation Criteria (section 8.5.2)	60 pts.
C.	Financial Offer (lowest gets highest points)	40 pts.
Total Score		100pts.

- 8.6.2 If the Bidder does not fulfil the minimum eligibility criteria (8.5.1), the Proposal may be rejected. The Technical Proposal and Financial Offer may not be evaluated.
- 8.6.3 The Technical Proposal must score a minimum 45 points (75%) of the possible 60 points to have the Financial Offer Envelope opened and evaluated.
- 8.6.4 The Total Score shall be the sum of the Technical Evaluation Proposal score and the Financial Offer score.
- 8.6.5 The Proposal that achieves the highest overall Total Score will be ranked first.
- 8.6.6 In the event of a tie Total Score (Total Score rounded to two decimal point), the Bidder achieving the highest score for its Technical Proposal will be ranked first overall.

8.6.7 CLARIFICATIONS

As part of the evaluation process, the Tender Evaluation Committee may make requests for further information with respect to the content of any Proposal and/or to ascertain the understanding and responsiveness of the Bidder of and to any of the Project information, the Proposal, and requirements. The TEC may seek clarification from Bidders as required, in their sole and absolute discretion.

The TEC may request further information from one or more Bidders and not from others.

8.6.8 INTERVIEW

- i) A Bidder whose Proposal has received a high ranking may be called for an interview with the TEC in their sole and absolute discretion; the Committee will use the results as a mechanism to revisit, revise, and finalize the technical score as necessary.
- ii) The representatives designated by the TEC in its invitation to the Bidder must attend any interview scheduled as part of this evaluation process.
- iii) The representative of a Bidder at any interview scheduled is expected to be thoroughly versed and knowledgeable with respect to the requirements of this RFP

and the contents of its Proposal and must have the authority to make decisions and commitments with respect to matters discussed at the interview, which may be included in any resulting Agreement.

- iv) No Bidder will be entitled to be present during, or otherwise receive, any information regarding any interview with any other Bidder.
- v) The TEC may interview any Bidder(s) without interviewing others, and the IRC, PIC will be under no obligation to advise those not receiving an invitation to interview until completion of the evaluation and selection process and only if this information is requested by successful Bidders.
- vi) The IRC, PIC shall evaluate the Proposals and select the successful Bidder within approximately two to four weeks of receipt of the Proposals, depending upon the magnitude of the submission. For greater clarity, the IRC, PIC is not obligated to review the Proposals during any specific timeframe.

8.6.9 EVALUATION RESULTS

- i) Upon conclusion of the evaluation process, the TEC will make a final recommendation to the PIC.
- ii) The Project Implementation Committee shall have the right to approve or reject the recommendation submitted by the TEC in their sole and absolute discretion.
- iii) Proposal evaluation results shall be the property of the IRC, PIC.

8.6.10 NEGOTIATIONS AND AGREEMENT

- i) The PIC shall be under no obligation to accept a Proposal without amendment, alteration, counteroffer, or any change that may result from negotiations with the Bidder submitting the Proposal.
- ii) Notwithstanding anything to the contrary, PIC reserves the right in its sole and absolute discretion, without any liability whatsoever to revise the scope of the services as the work progresses and / or award an agreement in whole, or in part.
- iii) Any award of an agreement to a Bidder will be at the sole and absolute discretion of the PIC. The selection of a recommended Bidder will not oblige the PIC to negotiate or execute an agreement with that recommended Bidder.
- iv) The PIC shall have the right to negotiate on any such matter(s) as it chooses, including price, with any Bidder to which it has awarded an agreement without obligation to communicate, negotiate, or review similar modifications with other Bidders. The PIC shall incur no liability to any other Bidder as a result of such negotiation or alternative arrangements.
- v) During negotiations, the scope of the services may be refined, issues may be prioritized, responsibilities among the Bidder, all staff, and sub-consultants provided, and the PIC may be settled, and the issues concerning implementation may be clarified. The successful Bidder will be required to sign the Professional Services Agreement.
- vi) If negotiations between the PIC and a successful Bidder do not result in an executed Professional Services Agreement within Seven (7) Days of the receipt by the Bidder of notification of award, the PIC may, at its sole and absolute discretion,

terminate such negotiations and either enter into negotiations with one or more other Bidders or terminate the RFP process.

vii) CONSULTING CONTRACT AGREEMENT

- i) The selected Bidder shall enter into the Professional Service Agreement with the PIC. Upon execution of the Agreement between PIC and the winning Bidder, the signed Agreement shall supersede all other documents, including this RFP.
- ii) The selected Bidder shall enter into agreements, if required, with the sub-consultants for the provision of Architectural and Engineering services for the Project. The sub-consultant form of agreement shall be at the discretion of the selected Bidder and the sub-consultant. However, the Consultant shall remain responsible and liable for all arrangements with third parties to fulfill the commitments and obligations contemplated herein.

8.6.11 NOTIFICATION

Once the PIC and the successful Bidder execute the Professional Services Agreement, all other Bidders will be notified accordingly.

8.6.12 CONFIDENTIALITY

- i) It is not permissible to transfer, disclose, or share this RFP to any other consultant, contractor or third party.
- ii) The Bidder agrees that they shall not disclose Confidential Information to any third party, except to its directors, officers, employees, or volunteers, with a need to know in regard to this RFP, without the express written consent, nor make use of any Confidential Information other than for the purpose of this RFP. The Bidder further agrees to protect Confidential Information from transfer or disclosure to others by use of the same measures that each party uses to protect its own Confidential Information, but not less than reasonable measures.
- iii) Confidential Information: "Confidential Information" means any information or material that relates to each party's business and affairs and that: (a) is clearly marked "confidential" or "proprietary" if provided in written form, (b) is preceded by a statement that such information is confidential or proprietary, if provided in oral form, or (c) given the circumstances surrounding disclosure, should in good faith be treated as confidential or proprietary.
- iv) Exclusions: Confidential Information shall not include any information that: (a) is in the public domain at the time of its communication; (b) is independently developed by each party (c) entered the public domain through no fault of either party subsequent to communication with the other party; (d) is in possession of either party free of any obligation of confidence at the time of it was communicated to each of the party's; or (e) is communicated to each of the party's by a third party under no legal obligation to maintain the confidentiality of the information. Additionally, each party may disclose such Confidential Information to the extent required by legal process; provided that, prior to making any such disclosure, each party shall notify the other party of same and that each party shall have the right to participate with the other party in determining the amount and type of Confidential Information, if any, which must be disclosed in order to comply with any such legal process.

8.6.13 DISCLAIMER

The PIC and its advisors make no representation or warranty as to the accuracy or completeness of the information provided in connection with this RFP and disclaim all express and implied representations, warranties, and conditions in connection with this RFP. Bidders should make their own investigations, projections, and conclusions and consult their own advisors to verify independently the information contained in this RFP, and to obtain any additional information that they may require, prior to submitting a Proposal.

8.6.14 NO LIABILITY

Expenses incurred in the preparation of proposals in response to this RFP are the Bidder's sole responsibility and may not be charged to the PIC or claimed by the Bidder in any way. The PIC (and all stakeholders and donors) have no liability whatsoever for any costs of any kind incurred by any Bidder or any other damages or losses in any way related to a Bidder's participation in this RFP, including without limitation considering and choosing among the Proposals, nor shall the PIC accept any liability or responsibility for the Bidders' actions vis-à-vis the PIC or any third party in receiving and responding to this RFP.

8.6.15 CHOICE OF LANGUAGE

All documents and correspondence shall be in English Language

8.6.16 CHOICE OF LAW

This RFP shall be governed by and construed in accordance with the laws in force in the India and the Indian courts will have exclusive jurisdiction to hear any disputes under this RFP.

8.6.17 DISPUTE RESOLUTION

Any dispute arising out of and consequential to this agreement shall be referred to mediation and if not settled by arbitration and shall be governed by the Indian Arbitration and Conciliation Act 1996 as amended in 2021. The power to appoint the Arbitrator/Arbitrators for the settlement of the any such dispute shall rest solely with the PIC and is mutually agreed by the parties that the place of arbitration shall be within the jurisdiction of Maharashtra State.

SECTION 9 Schedule "A" - Scope of Work in Detail

PROJECT CONSULTANT FOR ARCHITECTURAL, ENGINEERING and CONSTRUCTION PROJECT MANAGEMENT SERVICES

For

Planning, Design, and Construction of Warehouse and Training Centre at Vikhroli, Mumbai

Indian Red Cross Society (IRC, PIC) intends to demolish existing warehouse building and reconstruct new building and staff quarters in the same location (approx. area 16,000 sq. ft.) In addition, PIC wants to construct a new modern training centre in the same location (approx. area 5,000 to 7,000 sq. ft.)

PIC wants to hire the services of experienced Architectural and Engineering Firm (Project Consultant) to prepare Architectural plans, Engineering designs and drawings, Specifications, BoQ and Tender Documents and manage the construction work during implementation.

Estimated budget for the project is INR 92,400,000.00 funded by Canadian Red Cross (CRC).

The Scope of Work is described in five (5) phases to increase clarity and guide the bidder in preparing Technical and Financial Proposals.

Phase 1 Planning Phase

Phase 2 Design Development Phase with documentation, approvals, and NOCs from MCGM and other local authorities.

Phase 3 Tendering Phase - Selection of a contractor for demolition of old buildings and construction of new buildings

Phase 4 Construction Phase –demolition of old buildings and construction of new buildings

Phase 5 Post Construction (DLP) Phase

Key activities are presented under each phase but is not limited to complete the master plan, architectural plans, engineering designs, drawings, specifications, BoQ, tender documents, and on-site monitoring, management of Construction Work and reporting to IRC, PIC during the construction phase.

Apart from the DLP Phase, the Consultant shall organize a Monthly Review Meeting in the office of IRC, PIC Maharashtra State Branch to report on progress and constraints and address any management issues. Such meetings shall be attended by IRC, PIC, CRC representatives and other key stakeholders. The Consultant shall record the discussions and decision taken during the meeting. The Consultant shall circulate, by email, the minutes of meeting within 3 days of each meeting.

A.1 PLANNING PHASE

A.1.1. The Consultant shall meet with the IRC, PIC, Maharashtra State Branch, and CRC representatives to understand the project's scope of work, budget, and timeline.

- The Consultant shall visit the site with PIC representatives to study the existing buildings and other structures, ensure the land title, and collect all required information for planning and

designing the Project. The project consultant should focus on the efficient use of the Vikhroli land and the sustainability of the warehouse and training centre.

- A.1.2. The Consultant shall conduct a geotechnical survey/soil testing for foundation design.
- A.1.3. As part of the Planning Phase, the Consultant shall consider for all buildings **how to minimize the environmental impact and maintenance costs (including natural lighting, ventilation, insulation, solar power, rainwater capture, and how the buildings can be effectively cooled through passive and active systems)**. The design must meet all relevant State building codes and, in particular, ensure that the design meets the disaster-resistant criteria.
- A.1.4. The Consultant shall prepare the site plan showing the demolition of existing buildings and all the proposed structures to be constructed.
- A.1.5. The consultant shall prepare **conceptual master plan and preliminary floor plans as per MCGM DCRR 2034** to discuss with PIC before developing Architectural plans.
- A.1.6. The conceptual plans should consider the available land (including buildings to be demolished) for the construction of buildings, and the development of warehouse, training centre and required infrastructure to be constructed in phases considering the budget constraints.

WAREHOUSE

- A.1.7. The Consultant shall obtain overall site plan of the land owned by IRC, PIC, land survey maps, land title, and verify all dimensions.
- A.1.8. The Consultant shall obtain existing plan of the warehouse building and / or verify the area of the building to determine the scope of work for the demolition of the building.
- A.1.9. The design of the warehouse should follow the **warehouse design principle** considering volumes of materials to be stored (consider shelves height), pallet spacing, movement of forklift (floor must withstand the load of forklift). There must be designated area for storing medicines and medical equipment. The design should consider loading and unloading zones, working area for packing and shipping, office space etc. The design must consider required ventilation and lighting, safety and security, rodent and snake proofing etc.
- A.1.10. The Consultant shall discuss with the IRC, PIC, Maharashtra State Branch and develop conceptual plan for the warehouse, staff quarter, toilet block (male and female), parking area, access road, boundary walls, security lightings, guard house etc. considering the available land area and the budget.
- A.1.11. The Consultant shall prepare a short proposal with preliminary cost estimates.

TRAINING CENTRE

- A.1.12. The Consultant shall consult with IRC, PIC, and stakeholders and prepare a conceptual plan for a modern Training Centre (about 5,000 to 7,000 square feet – depending on the number of people it is designed to accommodate) with advanced audio-visual equipment.
- A.1.13. As part of the Planning Phase, the Consultant shall consider how to minimize the environmental impact and maintenance costs (including natural lighting, ventilation, insulation, and how the facility can be effectively cooled).

- A.1.14. The training centre have an adequate parking area that meets municipal regulations with separate entrance, security lightings, security guard house, etc.
- A.1.15. IRC, PIC wants to use the training centre for in-house training as well as renting out the facility for income generation.
- A.1.16. Once the consultation process has been completed, the Consultant shall prepare a sketch plan of the proposed Training Centre with a preliminary cost estimate.

PRESENTATION and APPROVAL OF PLANNING PHASE

- A.1.17. At the completion of the Planning Phase, the Consultant shall prepare a power point presentation and present the consolidated proposal for the demolition process as well as the planned new Warehouse, Training Centre, and other required infrastructure to IRC, PIC and the stakeholders.
- A.1.18. The proposal shall include preliminary and conceptual plans with approximate cost estimate, timeline to complete the design and construction showing some key milestones, potential risks and risk mitigation strategies, health, and safety of the workers during demolition and construction, required insurances, required approvals and NOCs from the Municipal Cooperation of Greater Mumbai (MCGM) and local authorities as required.
- A.1.19. There will be extensive discussions on the preliminary and conceptual plans and the proposal. The Consultant may be required to revise and update the preliminary plans and proposal, after discussing with IRC, PIC and the stakeholders.
- A.1.20. The Consultant should budget for additional time required in finalizing the preliminary and conceptual plans and budget.
- A.1.21. **The Consultant shall get written approval from PIC to proceed with the design phase.**

A.2 DESIGN DEVELOPMENT PHASE

- A.2.1. The Consultant shall prepare all required Architectural plans (Elevations, Sections and 3D view), Site plans, Master plan and Landscaping plans as agreed in the conceptual plans. **The Consultant shall then make a presentation to IRC, PIC and CRC and get their approvals in writing.**
- A.2.2. The Consultant shall complete all Structural and Engineering designs, MEP, detailed drawings, specifications, BoQ and engineering cost estimate for the construction of new warehouses, staff quarters, training center, internal road and drainage, water supply and waste disposal system, parking area and access road, boundary walls, security lighting, guard house etc. as agreed in the planning phase, and in close coordination with the designated PIC Representatives.
- A.2.3. Structural design of foundation shall be done after taking into account soil test report and building structure must withstand cyclone / windstorm, seismic loads and earthquake and shall be in accordance with National Building Code and Indian Standard Code of practice.
- A.2.4. Design of services including but not limited to, a) Sanitary, plumbing, drainage, water supply and sewerage design, b) Electrical, electronic, communication systems and design, and c) Fire detection, Fire protection and Security systems etc.

- A.2.5. The Consultant shall ensure that the structural designs, mechanical, electrical, and plumbing (MEP) designs and the drawings are signed off by qualified and licensed engineer.
- A.2.6. The Consultant shall hire an interior designer and prepare furniture and equipment layout plans.
- A.2.7. **The Consultant shall obtain all required approvals from the Municipality and Local Authorities.**
- A.2.8. The Consultant shall prepare a tentative workplan for the construction work.

PRESENTATION and APPROVAL OF THE DESIGN PHASE

- A.2.9. The Consultant shall make a presentation of the Design Development Phase, including Engineering Cost Estimates and Construction Workplan to IRC, PIC and the stakeholders for their perusal and approval.
- A.2.10. The scope of the work and budget may be adjusted before going to the tender phase.
- A.2.11. After PIC's written approval, the Consultant shall submit four (4) sets of drawings in hard copies and soft copies with three dimensions video (AutoCAD and pdf format) of all drawings to IRC, PIC for approval.
- A.2.12. The Consultant shall take all the liability for the Planning and Design of the buildings and required infrastructure.
- A.2.13. PIC shall retain copyright ownership of the designs and drawings.
- A.2.14. **The Consultant shall obtain approval from PIC in writing to proceed ahead with the Tendering Phase.**

A.3 CONSTRUCTION TENDERING PHASE

- A.3.1. The Consultant shall prepare required tender documents, tender evaluation criteria and contract agreement documents for the Demolition and Construction Work in close coordination with PIC Representatives.
- A.3.2. The tender document shall include Invitation to Bid, Bill of Quantities and specifications, working drawings, payment procedures, quality assurance system, health, and safety of workers, required insurance, standard format of Contract Agreement, and any other required documents measures to mitigate potential risks to successfully complete the Project.
- A.3.3. The tender documents shall clearly specify the technical qualification and selection criteria.
- A.3.4. The Consultant shall assist PIC in launching the e-tender, free portal, newspaper, evaluation, recommendation, and selection of the Construction Company.
- A.3.5. The Consultant shall be part of the Tender Evaluation Committee (TEC) and shall be present during the tender evaluation and provide professional expert advice in the analysis of bids including analysis of the financial bid submissions against the Consultant's own cost estimates and recommendation to the PIC for approval.
- A.3.6. The Project Implementation Committee (PIC) will review the recommendation from the Tender Evaluation Committee (TEC) and shall make the decision to award the contract.
- A.3.7. The Consultant shall be available to explain the evaluation of the bids and TEC recommendations to PIC.

A.3.8. The PIC will undertake the signing of the contract agreement with the selected bidder.

A.4 CONSTRUCTION PHASE

- A.4.1. The Consultant shall represent PIC as the Project Manager for the Construction Phase.
- A.4.2. The Consultant is responsible for overall management of the Project ensuring that the Project is completed within the budget and scheduled time.
- A.4.3. The Consultant shall report to PIC.
- A.4.4. The Consultant shall take the responsibility to identifying potential risks and managing them on a timely manner.
- A.4.5. The Consultant shall ensure that the Construction Work is implemented as per designs, specification, and contractual agreement.
- A.4.6. Approve samples of various elements and components
- A.4.7. Check and approve according to the engineering ethics drawings submitted by the Contractor / vendors when required.
- A.4.8. The Consultant shall review Contractor's work plan with key milestone for payment. The consultant shall approve Contractor's work plan and forward the workplan to PIC.
- A.4.9. The Consultant shall appoint one full-time on-site qualified Site Engineer for supervision and quality control.
- A.4.10. The Consultant Site Engineer shall work in close coordination with PIC representatives.
- A.4.11. The Site Engineer shall have a minimum of Five (5) years of demonstrated experience in building construction.
- A.4.12. The Consultant shall submit the CVs of the prospective Site Engineer to the PIC for review and written approval prior to deployment.
- A.4.13. The Site Engineer must closely monitor the quality of work as per design and specification and ensure that all required quality tests are carried out on time and well documented.
- A.4.14. The Consultant Specialist Engineer shall periodically visit the site to ensure the quality of the Structural, Mechanical, Electrical, and Plumbing work is as per design and specification.
- A.4.15. The Site Engineer is responsible for monitoring daily progress as per the approved work plan and reporting (verbally and in writing) to the PIC Representative if there are any delays.
- A.4.16. The Site Engineer shall maintain daily logbook to record any discussions on site and instruction given to the Contractor.
- A.4.17. The Site Engineer shall be proactive and assist PIC in the identification, documentation, communication, and resolution of workers' health and safety concerns during the construction phase.
- A.4.18. The Site Engineer shall check contractor's monthly progress payment certificate in close coordination with the PIC and certify for payment according to Contractual Agreement.
- A.4.19. The Consultant shall take timely action to mitigate any delays, variations, disputes, and claims arising from design and/or field conditions.

- A.4.20. The Consultant shall ensure that any design changes and/or amendments are approved on time and shall furnish the working drawings to the contractors within the agreed time frame.
- A.4.21. The Consultant shall organize weekly **Site Meetings** with the Contractor and PIC. The Consultant shall keep **minutes of the site meetings and email them to the PIC and stakeholders within 3 days**. Any delays due to Force Majeure, Variations, and claims must be resolved and recorded in the weekly meetings.
- A.4.22. The Consultant shall ensure that any additional expenses due to Variations, delays due to Force Majeure, or any other reasons and subsequent claims are discussed with the PIC, resolved at the Site Meetings, and paid monthly.
- A.4.23. The Consultant must obtain written PIC approval during the monthly review meetings for any project schedule changes and variations.
- A.4.24. The Consultant shall prepare a **Monthly Construction Progress Report**, on the agreed format, at the end of each month and submit the report to the PIC during the first week of each month.
- A.4.25. The Consultant shall inform PIC of the planned Final Inspection prior to issuing the Substantial Completion Certificate. PIC and other stakeholders may participate in the Final Inspection.
- A.4.26. The Site Engineer shall prepare a complete Deficiency List and ensure that all major deficiencies have been addressed prior to issuing the Substantial Completion Certificate and releasing final payment(s).
- A.4.27. If the Site Engineer is absent due to any reasons, the Consultant must promptly inform PIC and immediately provide a suitable replacement.
- A.4.28. The PIC shall deduct payments to the Consultant for the salary of Site Engineer if he/she is absent from the site.
- A.4.29. The Consultant shall deploy Specialist Consultants with a written agreement with the PIC as and when required.
- A.4.30. The PIC and other key stakeholders may make scheduled and unscheduled visits to the construction site from time to time to review the progress of work. The Site Engineer shall facilitate such visits and explain the situation on site.
- A.4.31. The PIC shall review the performance of the Site Engineer, and should the performance not be satisfactory, the PIC shall ask the Consultant for the replacement of the Site Engineer. The Consultant shall replace the Site Engineer with a better candidate within 7 days from receiving such notification from PIC requesting replacement.
- A.4.32. The Consultant shall submit all “as built drawings” and submit three (3) set of hard and soft copies (AutoCAD and pdf format) to PIC within one month after completion of the project.
- A.4.33. PIC shall retain copyright ownership of all the drawings and documents.

A.5 POST CONSTRUCTION (DLP) PHASE

- A.5.1. As part of the post construction services, the Consultant is required to complete at least three (3) visits to the project site during **12 months of Defect Liability Period (DLP)**.

- A.5.2. The first visit shall take place after 3 months of final completion date, together with PIC and Contractor's representative, to check if there are any construction deficiencies.
- A.5.3. The second visit shall be on 11th month from the final completion date, together with PIC and Contractor's representative, to prepare a list of deficiencies (punch list)
- A.5.4. The Consultant shall prepare a list of deficiencies (punch list) and instruct the Contractor to complete the work within one month.
- A.5.5. The third visit shall take place after satisfactory completion of deficiencies (punch list) by the contractor.
- A.5.6. Representatives of other key stakeholders may participate in the final inspection.
- A.5.7. At the completion of the defect list, the Consultant shall make a final visit together with PIC representative and the contractor to check the work completed as per defect list.
- A.5.8. Upon satisfactory completion of the work, the Consultant shall issue final completion certificates and make recommendation to PIC to release the retention money.

BID FORMS

SECTION 10 BID FORMS

ENVELOPE- A

BID FORM - 1: TECHNICAL TENDER PROPOSAL

PROJECT MANAGEMENT CONSULTANT FOR ARCHITECTURAL, ENGINEERING and CONSTRUCTION PROJECT MANAGEMENT SERVICES for Planning, Design, and Construction of Warehouse cum Training Centre at Vikhroli, Mumbai

Bidders shall submit the Technical Proposal and Financial Offer based on the **RFP Section:5** in separate sealed envelopes as described below.

Envelope A, Technical Proposal: Include one (1) signed original copy, two (2) hard copies, and one (1) USB data key of the Technical Proposal in one sealed envelope, clearly marking “Envelope A- Technical Proposal.” Include EMD with Envelope A together with the Technical Proposal.

Prepare the Technical Proposal using MS Word. Please complete the checklist **and enclose all required documents.**

TECHNICAL PROPOSAL CONTENT

1. About Project

1.0	Project Title	Project Management and Consultant Services for Warehouse and Training Centre Redevelopment, IRC Project.
1.1	Planning to Start Project	
1.2	Planning to Complete Project	
1.3	Bidder or Firm Name	
1.4	Firm’s Address with E-mail	
1.5	The Firm’s Contact Person with e-mail and mobile number.	
1.6	Additional Information	

2. Bidder's Profile:

(Note: Overview of the Bidder's firm(s), its history, organizational structure chart with roles and responsibilities, list of the names of the Proprietors, partners, and principals of the firm. To permit the Bidder to be evaluated thoroughly as a viable and sound enterprise, include the following information).

2.1 About Firm	Explanation
Firm Name	
Firm Registration Date	
List of the partners or proprietors	
2.2 Gross Annual	Turnover
Gross annual turnover of the consultancy fees in Indian Rs. Attached Chartered Accountant Certified document.	2022/23: 2021/22: 2020/21:
2.3 Organizational Structure Chart	Roles and Responsibilities
Name of CEO or Head	
Name of Senior Personnel	

2.4	Please attached your firm or company profile documents.

2.5 Organizational Structure in the Main Office	
Sn	Description
1	Name and Address of the applicant: (Details of Main office with Tel & E-mail ID.)
2	The legal status of the applicant (Attach copies of the original document defining the legal status) <ul style="list-style-type: none"> i. An individual ii. A proprietary firm iii. A firm in partnership iv. Limited company or corporation
3	Description of registration with various Governments (attach attested photocopy) if any
4	Names and titles of the contact person of the main office, along with a mobile number and email ID.
5	In which fields of Consultancy assignment does the applicant have specialization and interest?
2.6 Organizational Structure in the Branch Office: Please provide details of the office	
Sn	Description
1	Name and Address of the applicant: (Details of Main office with Tel & E-mail ID.)
2	The legal status of the applicant (Attach copies of the original document defining the legal status) <ul style="list-style-type: none"> v. An individual vi. A proprietary firm vii. A firm in partnership viii. Limited company or corporation

3	Description of registration with Government authority (attach attested photocopy), if any	
4	Names and titles of the contact person of the main office, along with a mobile number and email ID.	
5	In which fields of Consultancy assignment does the applicant have specialization and interest?	
2.7	Please add if you have any additional information.	

3. Bidder's Experience

(Note: Clearly show your firm(s)'s recent and past five years' experience on planning and design of disaster resistance, energy efficient and sustainable building projects with details as to dates, project value, location, owner, and owner's representative, including contact information and the name of the Consultant's staff that managed these projects.)

Provide the names and telephone numbers of at least three clients associated with projects of a similar nature. In providing references, Bidders agree that the PIC can contact the individuals provided as part of the evaluation process.)

3.1 Firm's five years of significant experience: Please attach the project completion certificate or evidence.

Project Name	Address	Project Cost	Description of Major Activities

3.2 Similar Nature of Project Assignment Completed				
Sn	Description	Project 1	Project 2	Project 3
1	Name of project and location & estimated of works.			
2	Address of the project site			
3	Cost of Fees in Rs. Crores			
4	Date of contract started			
5	Stipulated date of completion			
6	Actual date of completion			
8	Name, email and contact number of Officer to whom reference may be made.			

3.3 Any other information please add or attached:	

4. Resources

(Note: List of key staff proposed for this Project. Provide their professional qualifications, related experience, CVs, signed consent forms authorizing PIC to disclosure of personal information, the list of office tools, equipment, and transport.)

4.1 List of Proposed Staff for the IRC Project				
Sn	Profession of the staff	Name and e-mail	Years Experience	Years Associated

				with the Firm
1.	License Architect			
2.	License Civil Engineer			
3.	License Structural Engineer			
4.	License Plumber			
5.	License Electrical Engineer			
6.	License Surveyor			
7.	License Mechanical Engineer			
8				
9				
10				
4.2	Please attached proposed staff's short CV			

4.3	List of Office Equipment with Firm		
Sn	Name of Equipment	Quantity	Condition
1	1. Hardware <ul style="list-style-type: none"> • Computers • Plotters • 		
2	Software (Mention the software will be used in this project along with license details.		

3.	Any other office equipment		
4.4	Any Additional Information		

5. Work Plan and Deliverables

(Note: Prepare a pragmatic work plan with key activities, and milestones considering the seasonal challenges, festivals, and national holidays **in a Gantt Chart**)

Clearly describe the following activities in the workplan with a deadline.

- Completion of the Planning Phase
- Completion of Design Development Phase
- Completion of Construction Tendering Phase
- Completion of Construction Phase
- Completion of Final Touch Worked Pointed Out by PIC
- Completion of Defects Liability Period Phase

5.1	Prepare a Gantt Chart showing the activities mentioned above with deadlines.		
	Attached the Gantt Chart		

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6. Method Statement

6.1	Explain how you will complete the planning, design, and construction as described in this RFP.
6.2	Please outline various challenges, potential risks, and risk mitigation based on the current situation.
6.3	What are the mitigations of risk and challenges, and what are your strategies for completing the project according to your work plan?

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BID FORM - 2: REFERENCES

PROVIDE MINIMUM TWO REFERENCES with your TECHNICAL PROPOSAL (**Envelope A**), in the following format.

Reference 1

- Name of the Project:

- Owner of the Project:

- Contact Person:

- Email:

- Telephone No:

- Fax No.:

- Contract value of the Project:

- Project start date:

- Project completion date:
- Brief description of the work carried out:

Reference 2

- Name of the Project:
- Owner of the Project:
- Contact Person:
- Email:
- Telephone No:
- Fax No.:
- Contract value of the Project:
- Project start date:
- Project completion date:
- Brief description of the work carried out:

ENVELOPE - B

BID FORM - 3: FINANCIAL OFFER PROPOSAL FORM

The Bidder shall submit the Financial Offer in the format given below. The form must be completed, signed, and dated. The completed form must be put in a sealed “envelope B” as part of the financial offer, as explained in sections 6 and 7.

We herewith agree to perform our obligations under the terms and conditions of this RFP and all attachments thereto for

Consultancy Fee in INR (₹)

A.1 Completion of Planning Phase

Salaries (Upset Limit) _____

Other expenses (Upset Limit) _____

A.2 Completion of Design Development Phase

Salaries (Upset Limit) _____

Other expenses (Upset Limit) _____

A.3 The expenses for Liaising and consulting with BMC to fulfill all requirements (Inspection extract, first date of assessment, Building Layout Approval, Category Certificate, No Due Certificate, All NOCs, Survey Remarks, Plinth CC, IOD (Building Permit) and Debris Deposit, SWM NOC Deposit, and others) of the Municipality to receive the project construction permit.

Total Expenses _____

Municipal levies and other applicable fee _____

A.4 Completion of Construction Tendering Phase

Salaries (Upset Limit) _____

Other expenses (Upset Limit) _____

A.5 Completion of Construction Phase

Salaries (Upset Limit) _____

(Supervision fee / month x 18 months)

Other expenses (Upset Limit) _____

A.6 Completion of Defects Liability Period Phase

Salaries (Upset Limit) _____

Other expenses (Upset Limit) _____

A.7 Any other cost not covered by above _____

(Please explain)

A.8 TOTAL BID VALUE (Excluding Taxes) _____

Taxes _____

A.9 TOTAL BID VALUE including Taxes: _____

Total in words _____

Cost of required Insurances (refer 6.12 and 6.13 above) _____
Please provide details.

A.10 GRAND TOTAL _____
(Including Taxes, Levies, applicable fees, and insurance)

Grand Total in words _____

Bidder shall submit the detailed cost breakdown supporting the fee calculation and other expenditures in each phase.

All payments shall be made in Indian Rupees.

We have examined and read the documents and hereby agree to all of their terms and conditions. We submit our Proposal and agree to provide professional services in accordance with the Tender documents and the Professional Service Agreement.

Submitted by:

Signature: _____

Name of authorized person to sign: _____

Title of authorized person: _____

Name of the Firm: _____

Address: _____

Tel. No. _____

Email: _____

Witness Signature: _____

Name of Witness: _____

Date and place: _____

BID FORM - 4: BID SUBMISSION AND DECLARATION FORM

(Include with your **Financial Offer in Envelope B**)

In accordance with the RFP for the execution of the Renovation of IRC, PIC Maharashtra State Branch Office project, we, the undersigned, offer to provide professional consultancy services in conformity with the Proposal and enter into an Agreement with the IRC, PIC to undertake the project for the sum of

{INRinsert amount in numbers and words.....}

The amount quoted above is inclusive of all applicable taxes, levies, expenses, and professional certification fees which the Consultant is required to pay for the carrying out of the Project and receipt of the Fees.

1. We acknowledge that this Declaration forms part of our Proposal.
2. We undertake, if our Proposal is accepted and we are notified by the IRC, PIC as the successful Bidder, and to commence the project in the agreed timeframe after the execution of the Agreement, receipt of the PIC's notice to commence, and to complete the whole of the project comprised in the Agreement within the schedule submitted by the Bidder in the Proposal as accepted by the PIC.
3. We agree to abide by this Proposal until notified of being an unsuccessful Bidder by the IRC, PIC, and it shall remain binding upon us and may be accepted at any time prior to us being notified of being an unsuccessful Bidder by the PIC.
4. Unless and until a formal Agreement is prepared and executed, this Proposal and your written acceptance shall constitute a binding contract between us.
5. We understand that you are not bound to accept the lowest or any Proposal you may receive.
6. We certify and confirm that we and any subcontractors and suppliers comply with the requirements of the Proposal and have the requisite capacity to fulfill the project as set out in the RFP.
7. No person, firm or corporation other than the undersigned has any interest in this Proposal or in the proposed Agreement for which this Bid is made.
8. We are arms length from any person at the PIC and no one at the IRC and PIC profit if we are chosen to be the successful Bidder.
9. We declare the information in this Proposal Submission and Declaration Form to be true and correct to the best of our knowledge.
10. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery or terrorist activities.
11. We hereby certify that if our Proposal is accepted and we are notified by the PIC as the Successful Bidder, we will comply with the Agreement and IRC, PIC Code of Conduct.

Dated this _____ day of _____ 2024.

Signature _____ in the capacity of _____

Duly authorized to sign Bids for and on behalf of _____

[in block capitals or typed]

Address _____

Witness _____

Address _____

Occupation _____