

REQUEST FOR PROPOSAL FOR ENGAGEMENT OF A PROJECT MANAGEMENT CONSULTANCY FIRM FOR COMPLETE CIVIL AND INTERIOR WORKS OF THE PROPOSED RAS OFFICERS' INSTITUTE (CLUB HOUSE) BUILDING AT P.NO. 2 ,INSTITUTIONAL AREA, NEAR DANIK BHASKAR , JLN MARG, JAIPUR.

1. **RAJASTHAN PRASHASHNIK SEVA PARISHAD**, a registered society having a land measuring around 3500 sqm at Plot No.2, Institutional Area, near DAINIK BHASKAR is developing a **RAS OFFICERS' INSTITUTE (CLUB HOUSE)** building through **RAS Officers' Institute**(a registered society formed for the purpose of building and running this club house).

This **CLUB HOUSE** building comprising of 2 Basements floor and 6 over ground floors (with the total built up area of approx. 120, 000 sq.ft.) is supposed to house a number of facilities. It will be developed as a green complex with greenery around. The facilities include proper parking space at 2 basement and ground levels, coffee shop, indoor sports areas, outdoor sports areas ,swimming pool, banquet hall, conference rooms, guest rooms, restaurant, bar ,roof top structures ,etc.

2. **RAS Officers' Institute** invites offers from bona fide Project Management Consultancy (PMC) Firms of repute for work planning, intensive supervision and handholding of the construction of the proposed CLUB HOUSE. The selection of the PMC will be done through competitive bids.

Role & Responsibilities of CONSULTANT / FIRM(s):

The Role & Responsibilities of the Consultant(s)/Firm(s) will be as follows;

The PMC's responsibilities will broadly include collating and systematically presenting the requirements of all the participating organisations and stake holders, bid process management for engagement of all qualified requisite contractors (including civil, electrical, plumbing etc.),recommending material procurement through comparative analysis, facilitating procurement of material as per the decision of the owner, co-ordination and selection of vendors and contractors for finishing, supervising construction, monitoring quality, examination and recommendation of the bills submitted by the contractor and certifying completion while avoiding time and cost overruns.

Selection of Contractor:

- (1) To prepare bid document with complete drawings, specifications and B.O.Q. prepared by Architect and reviewed by PMC for engaging contractor / contractors for construction/dismantling /finishing.

- (2) To manage the bid process for selection and engagement of contractors/vendors for the complete construction work.
- (3) To prepare the Contract Agreement complete with Project Implementation Plan along with payment schedule for complete construction work.

To finalise the engagement of contractor for construction

Supervision of the construction and completion of the project:

- (1) To fully supervise the construction of the project, arrange measurement of jobs, certify and recommend bills of contractors:
 - a. PMC will inspect and examine the jobs to be executed by the contractors as the overall supervisor of the Project; PMC will act as the Engineer for the project. PMC's role would include planning, verification and monitoring the construction methodology, quality of workmanship, quality of material, performance of equipment, safety measures, etc. in compliance with good construction practices.
 - b. PMC shall prepare PERT Chart for detailed activities, backward calculation from the date of inception, a complete advance project schedule.
 - c. PMC shall prepare detailed Monthly Progress Reports within the first week of the following month as per mutually agreed Performa. In this report all deviations from the projected schedule in terms of time and cost will be pointed out. Necessary clarification and corrective measures on such deviation(s) will also be mentioned in the monthly report.
 - d. PMC will arrange periodic measurements (as per periodicity decided by RASO'I from time to time) of the jobs done, quality checks and certify running account bills and final bill of the contractors.
 - e. PMC shall verify all running account bills and final bill of the contractor considering the terms and conditions of the Contract Agreement. Bill of Quantity will be verified through physical measurement and certified for payment along with its clear recommendations. As regards the quantum of payments to be made, the decision of **RAS Officers' Institute** shall be final.
 - f. Any claims, disputes, etc, by the contractor will be analyzed by PMC and appropriate recommendations would be made to **RAS Officers' Institute** for settlement of such claims and disputes.

- g. The PMC shall issue the “statement of virtual completion” upon verification of the report of the compliance of contractor by itself / its experts.
 - h. The PMC, on completion of the construction, will ensure settlement of accounts of the contractor (s)
 - i. The PMC will assist Architect in obtaining Completion and Occupancy Certificates from the concerned Authorities on payment of requisite Fees by the Client.
 - j. The PMC shall be responsible for maintenance of all records, such ‘as built’ drawings, hiring details, etc. and hand over the same to employer after completion.
 - k. The **PROJECT MANAGEMENT CONSULTANT / FIRM** shall be accountable for ensuring that all deadlines are met as well as for the maintenance of overall quality and consistency of the construction of the project.
 - l. The PMC shall also supervise the security personnel and storekeeper and the overall safety of the site and material.
- (2) The Project Management Consultant will be required to maintain a Project Site Office. The raw space will be provided within the Project site area free of cost by **RAS Officers’ Institute**.
- (3) The entire Project will have to be completed within 27 months. The time frame for SKELETON WORK shall be 9 months, while the time for complete construction shall be 18 months.
- (4) Defect liability period will be 2 (Two) years from the completion of the Project.

Team for Construction Supervision & Monitoring (30 months period)

S. No	Position	No.s	Man months
1	Senior Civil Engineer cum Team Leader	01	27
2	Material Engineer cum Quality Expert	01	27
3	Supervisor	01	27
Total		03	81

If due to increased speed of execution of the project, RASO'I feels a need to increase the number of personnel of PMC, it can hire so by proportionately increasing the manpower payment.

Indicative Minimum qualification of Key Professionals

Minimum Qualification of Key Professionals

- (a) Senior Civil Engineer cum Team Leader :** B. Tech (Civil) with 8-10 years of similar experience and has handled minimum one project worth Rs. 15 crores in similar capacity.
- (b) Material Engineer cum Quality Expert:** B. Tech(Civil) with 8-10 years experience of similar work.
- (c) Supervisor:** Experience of 5-7 years in respective discipline.

RASO'I shall be free to provide some relaxation in qualification of any personnel if a suitable candidate is provided.

Role/ Responsibility/ Powers of RASOI.

- a) **RAS Officer's Institute** is the Employer for this project.
- b) The Bids, Notices, etc shall be hosted on RAS Officer's; website: www.rasassociation.com. The other participating stakeholders shall also host same content on their respective web-sites for wider visibility.
- c) **RASO'I** shall bear the cost of organising the bid conferences.
- d) The **PROJECT MANAGEMENT CONSULTANT / FIRM** is the Engineer for the project. **RASO'I**, as the Employer, May at its own discretion accept, not accept, change, modify or amend the documents suggested by the PMC and the decision of **RASO'I** in this regard shall be final and PMC will have to amend the documents as per RASO'I requirements and satisfaction .

Eligibility Criteria:

a) Basic qualification : Technically qualified and financially sound Consultancy Firms having wide experience in handling and completing, supervision job of development and/or construction of minimum **50,000 sft** of office complex or shopping mall or similar other civil infrastructure or above for a single order and should have been in business as PMC for **not less than three years**. Minimum total value of building construction under the Project Management Consultancy of the bidder in the last 3 years (ending 31st March, 2016) should be Rs.15 crore. The bidder will have

to submit credentials and documents in support of their experience as also its PAN, Tax related and other financial documents of the previous three years.

b) Requirements for Technical Bid: Bidders, otherwise eligible and satisfying the basic qualifications will be required to furnish information and documents along with Methodology and Work Plan for the project for consideration under the Technical bid, which will include:

- Previous experience in similar projects.
- Project Management Methodologies (a presentation, **preferably by the team leader/** other key personnel to be deployed, shall be required to illustrate this).
- Skill of Technical / architectural and engineering consultancy, as exhibited in the work plan.
- Indicative details and the CVs of the Project Manager exclusively deployed for the project and all senior personnel (such as, senior civil engineer, material engineer cum quality engineer, mep expert, etc.).
- Bid management methodology to be followed.
- Strong planning and organisational skills.
- Civil Construction Project Management skills.
- Legal expertise for designing the contracts.
- Special methodology to be adopted to ensure timely completion of the project.

The bidder shall submit a technical bid in Envelope-I enclosing all the above mentioned documents. The intending bidder shall also put his signature and seal on each page of this NIT in token of his acceptance of the terms and conditions as set out hereinbefore or hereinafter and then put them in Envelope – I.

c) Financial Bid: The bidder shall submit in Envelope-II his financial bid citing the charges for each of the personnel to be deployed, the overall monthly charges and the lumpsum amount for the entire project. The amount (inclusive of all taxes) is to be mentioned in digits as well as words. In case of any discrepancy between the two, the amount mentioned in words shall be considered as final.

RASO'I shall short list the bids found to be technically eligible. These short listed bids shall be evaluated by QCBS (Quality and Cost Based Selection). The criteria for awarding marks to the technical bid shall include firm's experience, suitability of key personnel, proposed project methodology and work plan & schedule, etc.; all these criteria being evaluated specially in the

context of this present project. Hence, the lowest bidder shall have no automatic right to be selected. Bids with any overwriting or cutting in the bid document are liable to be rejected.

Other Conditions:

- (1) RASO'I will provide the format of Performance Guarantee to be provided by the successful bidder.
- (2) The Payment to the selected PMC would be made in phases in accordance with the successful completion of the entire work divided in to the phases from the inception to the final finishing of the construction. The payment schedule shall be finalized by RASO'I and it will be linked to the physical progress of the project.
- (3) A sum of 10% in initial 6 months and 5% thereafter of the gross amount of the bill shall be deducted from each payment to PMC to maintain Performance Guarantee deposit.
- (4) The Performance Guarantee deposits will be released to the PMC after 24 months from the date of successful completion and handing over of the project on being satisfied about the proper execution of the project. The Performance Guarantee will, however, not be released if defects attributable to PMC are detected and not rectified within the said twenty four months' period.
- (5) The selected Agency has to sign an Agreement with **RASO'I** for rendering satisfactory services and completion of the projects in a time bound manner. The Agreement shall include provisions for taking performance guarantee, **liquidated damages for delay or award for early completion**, dispute resolution clause, besides other clauses as are finalized by RASO'I.
- (6) **The responsibility of delay in execution (or loss due to negligence) if any, will be apportioned among probable contributors like Architect, PMC, contractors, etc. by President, RASO'I whose decision shall be final.**
- (7) **RASO'I shall take into account any force majeure but PMC shall have to take into account factors like monsoon, festivals, etc.**
- (8) **RASO'I reserves the right to change any of the above mentioned conditions in any changed circumstances.**
- (9) **RASO'I reserves the right to terminate the contract/process at any point of time as also the right to penalise the PMC (including forfeiture of EMD) for any breach of contract .**

8. Other Information:

Bidder shall make a presentation in the RASO'I office. The bid document can be downloaded from the RASO'I website www.rasassociation.com , free of cost.

Bidders shall have to submit their offers in three separate envelopes.

The sealed cover within the main cover should contain:

- (a) Qualification, Credentials, Earnest Money Deposit and Technical bid clearly superscribed "**Envelope-I**" and
- (b) Financial bid clearly superscribed "**Envelope-II**".

(i) The "Envelope-I" should contain -

- a) Details of the Bidder, Contact Address, email, phone, Fax, Name of Contact person for this project.
- b) Documents in support of the eligibility criteria for this bid.
- c) Bidders to provide indemnity bond stating that they are not blacklisted by any Govt. Authority/Agency.
- d) EMD by way of Demand Draft drawn in favour of "**Rajasthan Prashasnik Seva Parishad**" payable at JAIPUR for an amount of Rs. 1,00,000/-.
- e) Copies of PAN Card, Service Tax Registration, PF/ESI Registration, etc.
- f) Bids not supported with EMD shall be summarily rejected.

Last Date for Submission of the Bid :28th April 2017 before 12.00 hours at the address given below. Bids will be opened in presence of Construction Committee of RASO'I on 28th April 2017 at 17.30 hours at the address given below:

**PARISHAD BHAWAN,
2, Institutional Area,
Near Dainik Bhaskar, JLN Marg
Jaipur-302018**

Schedule of tendering activities:

- 1) Last Date & Time of Submission of Tenders: 12.00 Noon on 28.04.2017 at **PARISHAD BHAWAN.**
- 2) Date & Time of Opening of Envelope - I : 5.30 PM on 28.04.2017 in the presence of the members of the Construction Committee at **PARISHAD BHAWAN.**
- 3) Date & Time of Presentation by the bidding firms and Opening of Envelope - I I : 11.00 AM on 29.04.2017 in the presence of the members of the Construction Committee at **PARISHAD BHAWAN.**

RASO'I reserves the right to cancel any or all the offers or the bidding process without assigning any reasons, whatsoever.