

Request for Proposal (RFP)

“Documentation of Housing Projects involving New Construction Technologies in the states of Delhi-NCR, Maharashtra, Karnataka and West Bengal”

REF No: BMT/RFP/Documentation/NT/16-17/01

1. Background:

Building Materials & Technology Promotion Council (BMTPC), functioning under Ministry of Housing and Urban Poverty Alleviation, Govt. of India, is engaged in promotion of innovative, cost effective & environment friendly building materials and construction technologies. Some of these technologies have been evaluated by BMTPC under its Performance Appraisal Certification Scheme (PACS). It is understood that these technologies have been used by various Public & Private Agencies in many states of the Country. Although BMTPC has detailed technical information related to these technologies however information regarding the projects where these have been used is not available readily in a structured manner.

There is need to carry out detailed documentation of such projects and compile them. It is envisaged that such documentation would help the various stakeholders including State Agencies, Housing Boards, Development Authorities, Municipal Corporations and Private Developer/Builders to know details about the actual implementation aspects of these new technologies.

In order to document new/emerging technologies for construction of houses in identified states, BMTPC invites Request for Proposal (RFP) from reputed, experienced, technically sound consulting firms/Government/Public Sector Organization/NGOs/Private sector firms/ Research & Academic institutions working in the field of housing and building construction. However, preference will be given to those above mentioned agencies who have experience in New Emerging Building Materials & Technologies.

2. Project Scope:

The documentation would broadly include technical and physical details of the projects, implementation details of the new technology used, broad comparison with the conventional technology, user acceptability and issues in implementation of new technology through interaction with the implementing agency.

Purpose of this exercise is to assist stakeholders where they can have ready reference document and understand field applications of the new technologies which could help take policy decision regarding use of these technologies and suitably replicate the same in their future mass housing projects.

The project scope would include:

- i) To identify, understand and measure the present level of use of new construction technologies being used for housing in the states of Delhi-NCR, Maharashtra, Karnataka and West Bengal through interaction with various stakeholders. (Government and Private Agencies) and through collection of secondary data from various sources.
- ii) Out of the identified states, atleast three cities would be selected where new technologies are being used for housing. Projects in these cities would be documented in prescribed format suggested by the agency and finalized by BMTPC. Number of cities may be increased by BMTPC considering use of new technologies in more cities of the identified states.
- iii) Atleast one project from each city would be identified for detailed documentation. The purpose is to cover all the new technologies in these states through documentation of atleast one project of each technology. The format for detailed documentation suggested by the agency would be finalized by BMTPC.
- iv) For actual field level data, atleast one visit of suitable duration need to be made by the competent technical representative (/s)/ expert (/s) in each city of the state. The agency at it's discretion can make more visits so as to complete the overall scope of the work.
- v) For reference of the new technologies, bidding agencies may refer to the technologies validated and promoted by BMTPC. Nevertheless, other new technologies being used in the states will also need to be covered.

3. Deliverables:

- i) The agency needs to submit inception report along with the formats as specified in the project scope within 10 days of the award of work.
- ii) Separate report will be prepared for each identified state and all reports will be compiled in one volume.

- iii) The state report should include the overall scenario of the use of new technologies and city report should include the overall details of the projects in the city where new technologies are used. Detailed documentation will be done for the specific project/s. The documentation would include technical and physical details of the projects, implementation details of the new technology used, broad comparison with the conventional technology, user acceptability and issues in implementation of new technology through interaction with the implementing agency. The format for the documentation and report will be prepared by the agency and finalized in consultation with BMTPC.
- iv) Report should include outcome of the discussions held with the officials of the Government and Private agencies with regard to the use of new technologies in the state/city.
- v) The actual site photographs of the projects completed/under construction would form integral part of the final report.

4. Time frame:

The agency will submit the inception report with 10 days of the award of work. Draft report of all the states/cities to be submitted within 3 months from the date of award of work. Final report to be submitted within 4 months from the date of award of work.

5. Eligibility Criteria:

- i) The Bidder must be operational in India for at least 3 years; Proof of registration/incorporation of being a legal entity must be submitted. Joint Venture is not allowed.
- ii) Bidder must have average turnover of Rs 15 Lakhs for the last 3 financial years i.e 2013-14, 2014-15 & 2015-16.
- iii) Bidder must have demonstrated experience in documentation and country/state / city wide survey of projects/works related to Civil Engineering/Housing/Infrastructure for Government of India/ State Governments/Semi-Government agencies/reputed Private Agencies.

- iv) Any bidder found to be blacklisted by the Government of India, any State Government or State Government's department, agency shall be considered ineligible.
- v) Government (Central & State) agencies/ institution may also apply if they fulfill above eligibility criteria.

6. Earnest Money Deposit:

Bank Draft drawn in favour of BMPTC, New Delhi for an amount of Rs. 50,000/- (Rupees Fifty Thousand only) need to be submitted. The bid will be considered ineligible in case of non-submission of earnest money. No interest shall be payable by BMPTC for the sum deposited as earnest money deposit. Bank guarantee shall not be accepted in lieu of the earnest money deposit. The EMD of the successful bidder will be adjusted against the performance guarantee.

7. Contents of the proposal:

- 7.1 The proposal shall be submitted in a sealed envelope superscribed as **“RFP for Documentation of Housing Projects involving New Construction Technologies in the states of Delhi-NCR, Maharashtra, Karnataka and West Bengal”** containing two sealed envelopes (Envelope I & Envelope II)

7.1.1 Envelope I superscribed as “Technical Documents “shall contain

- i. Letter of Submission as per **FORM T1 (Annexure I)**
- ii. Name, address and contact details of the agency/ Institution
- iii. Copy of proof of registration. Copy of Pan No. and service tax Number.
- iv. Self attested certificate confirming that the agency is not blacklisted by Government of India/State Government/any Government department agency.
- v. Brief Profile of the agency/ Institution alongwith works being undertaken presently.
- vi. Turnover in last three years. i.e 2013-14, 2014-15 & 2015-16. Audited statement of account to support claims of turn over requirements to be submitted.
- vii. A concise, complete and logical description of how the organization shall carry out the work to meet all requirements of the Scope of Work is to be submitted.
- vi) Details of bidder must have demonstrated experience in documentation and country / state / city wide survey of projects/works related to Civil Engineering/Housing/Infrastructure for Government of India/ State Governments/Semi-Government agencies/reputed Private Agencies.
- viii. Bio-data of atleast two experts/technical persons available for the project.

ix. EMD in separate sealed envelope superscribing “ EMD “

7.1.2 Envelope II superscribed as “Financial Bid” shall contain

- (i) Financial Proposal Submission **Form F1(Annexure II)**
- (ii) Financial Proposal as per **Form F2(Annexure III)**

Financial Proposal shall be opened only of those bidders who qualify based on the information/documents submitted in Envelope I.

Incomplete, invalid and delayed submission of Proposals will be summarily rejected by the Competent Authority.

8. SELECTION CRITERIA AND PROPOSAL SUBMISSION

Submission and Evaluation

8.1 RFP shall be submitted in sealed envelope superscribing “RFP for *Documentation of Housing Projects involving New Construction Technologies*” in the states *Delhi-NCR, Maharashtra, Karnataka and West Bengal* addressed to

The Executive Director
Building Materials & Technology Promotion Council (BMTPC)
Core-5A, 1st floor
India Habitat Centre
Lodhi Road
New Delhi 110003

Last date of submission of RFP is 10th November 2016 upto 3.00 pm by post/courier/speed post/by hand. No other mode of submission is acceptable. BMTPC will not be responsible for any delay in receipt of the Proposals. Proposals received after the prescribed time will not be accepted in any condition.

8.2 The Proposal should be valid up to 60 days from the date of opening of financial bids.

8.3 BMTPC reserves the right to accept or reject any/all Proposal/s at any point of time without assigning any reasons.

8.4 A Performance Bank Guarantee of Rs.1,00,000/- (Rupees One Lakh only) including EMD will be required to be given by the selected agency at the time of award of work which shall be in the form of DD drawn on a nationalized

scheduled bank in favour of Building Materials and Technology Promotion Council payable at New Delhi. No interest shall be payable on the performance guarantee. Validity of the Performance Bank Guarantee shall be 6 months from the date of award of work.

- 8.5 Performance guarantee shall be released within one month of successful completion of the work
- 8.6 **Technical Proposals will be opened by the Evaluation & Monitoring Committee on 10th November 2016 at 4.00 p.m. in the conference Room of BMTPC, at Core 5A, 1st Floor, India Habitat Center, Lodhi Road. Date of opening of the Financial Proposals will be intimated to the eligible bidders later on.**
- 8.7 Those agencies who fulfill the eligibility criteria shall be technically pre-qualified. Financial proposals of only those agencies which are technically pre-qualified shall be opened. An Evaluation & Monitoring committee (E&MC) has been constituted for evaluation and monitoring of the work. if the E&MC feels it necessary to seek clarification on any document submitted by the agencies, E&MC may do so by inviting responses in writing.
- 8.8 If there are conditions attached to any financial proposal, which shall have bearing on the total costs as indicated in the proposal, the E&MC shall reject such proposals as non-responsive.
- 8.9 Financial proposal of only those eligible bidders will be considered responsive who have quoted lumpsum fee for all the four states as per **Form F2**.
- 8.10 After preparation of the comparative statement, the agency quoting the lowest amount (L1) shall be selected for award of work.
- 8.11 Representatives of the Agencies who have submitted their Proposals may be present at the time of opening of the Proposals.

9. **Payment Terms:**

Sl.No	Activity Stages	Percentage of Payments
1	<i>On submission of Inception report</i>	20%
2	<i>Submission of draft report</i>	50%
3	<i>Submission of final draft report</i>	20%
4	<i>Acceptance of report by BMTPC</i>	10%

**LETTER OF SUBMISSION
(Form T1)**

The Executive Director
Building Materials & Technology Promotion Council (BMTPC)
Core-5A, 1st floor
India Habitat Centre
Lodhi Road
New Delhi 110003

Sub. : Proposal for *“Documentation of Housing Projects involving New Construction Technologies in the states of Delhi-NCR, Maharashtra, Karnataka and West Bengal*

REF No: BMT/RFP/Documentation/NT/16-17/01 dated 27th October 2016

Dear Sir:

We, having examined the RFP document, offer to provide services for *“Documentation of Housing Projects involving New Construction Technologies in the states of Delhi-NCR, Maharashtra, Karnataka and West Bengal”*. We are hereby submitting our proposal, which includes Technical and Financial Proposal sealed under a separate envelope and requisite EMD and other required documents.

We agree to abide by this offer till 60 days from the date of opening of financial bids and BMTPC may accept it before the expiry of that period. We hereby declare that all the information and statements made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand that the BMPTC is not bound to accept the lowest bid and reserves the right to reject any bid without assigning any reason whatsoever.

Thanking you,

Yours faithfully

Signature of Authorized signatory
Name and Title of Signatory:
Name and Address of the agency with seal:

**LETTER OF FINANCIAL SUBMISSION
(Form F1)**

To,

Executive Director
Building Materials and Technology Promotion Council (BMTPC)
Core 5 -A, First Floor, India Habitat Centre
Lodi Road, New Delhi- 110 003

Sub. : Proposal for *“Documentation of Housing Projects involving New Construction Technologies in the states of Delhi-NCR, Maharashtra, Karnataka and West Bengal.”*

Sir,

We enclose herewith our financial bid for selection of our agency / company for *“Documentation of Housing Projects involving New Construction Technologies in the states of Delhi-NCR, Maharashtra, Karnataka and West Bengal”* as per the Request for Proposal. We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in rejection of our financial proposal.

We agree to abide by this offer for 60 days from the date of opening of the financial proposal and after signing the acceptance of the award of work, our offer shall remain binding upon us till completion of the project.

We understand that BMTPC is not bound to accept the lowest offer and BMTPC reserves the right to reject any or all offers without assigning any reasons.

Thanking you,

Yours faithfully

Signature of Authorized signatory
Name and Title of Signatory:
Name and Address of the agency with seal:

FINANCIAL BID

(FORM F2)

Fee for “Documentation of Housing Projects involving New Construction Technologies in the states Delhi-NCR, Maharashtra, Karnataka and West Bengal”.

Sr. No.	Description	Fees in Figures (in Rupees)	Fees in Words (in Rupees)
.	Total lump sum fees for Documentation of Housing Projects involving New Construction Technologies in the states of Delhi-NCR, Maharashtra, Karnataka and West Bengal” as per scope of work mentioned in RFP		

Note

i) The fees quoted should be inclusive of all taxes, levies, duties, provisional sums, etc. and excluding service tax. Service tax as applicable will be reimbursed by BMTPC. Statutory deductions as per applicable Government rules will be made by BMTPC while making payments.

ii) The lump sum fee includes the entire Scope of Work / Deliverables indicated in the Request for Proposal.

iii) The fees quoted above are inclusive of all expenses likely to be incurred in carrying out the assignments including material, deliverables as detailed, site visits, out of pocket (travelling, accommodation, subsistence, transportation) expenses and all other miscellaneous expenditure incurred during assignment.

Authorized Signatory
Name:
Designation
Seal of the Agency: