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Building Materials & Technology Promotion Council
Ministry of Housing & Urban Poverty Alleviation, Govt. of India
Core-5A, 1st Floor, India Habitat Centre, Lodhi Road, New Delhi-3

NOTICE INVITING TENDER

BMTPC invites sealed offers for Empanelment of Technical Agency for Review and Analysis of Third Party Inspection & Monitoring (TPIM) Reports of BSUP and IHSDP Projects under JNNURM. Detailed Tender Documents are available on the website of the Council (www.bmtpc.org).

Last date: 15 days from the date of publication of the advertisement in the Newspapers. Last date and further changes, if any, would be intimated on the website of the Council.

Request for Proposal (RFP)

For

Empanelment of Technical Agency for Review and
analysis of

Third Party Inspection & Monitoring
(TPIM) Reports of BSUP and IHSDP
Projects

Under JNNURM



Building Materials & Technology Promotion Council
Ministry of Housing & Urban Poverty Alleviation
Government of India

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PART I: TERMS OF REFERENCE

1.1 Background

Jawaharlal Nehru National Urban renewal Mission (JNNURM) aims at reform-driven integrated and planned development of cities/towns with efficiency in urban infrastructure and service delivery mechanisms, provision of basic services including improved housing to urban poor, community participation and accountability of Urban Local Bodies (ULBs) and Parastatal agencies towards citizens. Its two components, Basic Services to the Urban Poor (BSUP) and Integrated Housing and Slum Development Programme (IHSDP) focus on improving the living conditions of the slum population. These projects are aimed at integrated development of slums for providing shelter, basic services and other related civic amenities to the urban poor.

Mission Directorate, JNNURM, Ministry of Housing & Urban Poverty Alleviation (MoHUPA) has evolved a mechanism for Third Party Inspection and Monitoring (TPIM) of projects sanctioned under JNNURM. This process of inspection and monitoring is envisaged to keep track of physical & financial progress of projects throughout the project life cycle implemented by Urban Local Bodies (ULBs), parastatals and other state agencies. The purpose of establishing TPIM is to achieve better project quality, cost & time control, improved planning & budgeting control over fund flow & utilization measuring project output and measuring impact of JNNURM. Mission Directorate has prepared a toolkit for appointment of TPIM agencies by State Governments.

The objective of appointing TPIM agency is to Inspect and monitor the performance of the projects funded by assistance provided under the Mission through its entire lifecycle of implementation, on the basis of detailed on-site review, examination of appropriate documents and discussions with the Project Executing Agency and other key stakeholders.

The TPIM agency would undertake monitoring works pertaining to:

- 1.1.1 Pre-construction stage wherever required.
- 1.1.2 Construction stage
- 1.1.3 Project completion stage
- 1.1.4 Post construction Stage

TPIM agency would undertake, but not limited to, following work:

- a. Desk review of documents and periodical site visits:
 - i. Ensuring all project documents, including outcomes, outputs, specifications, estimates of quantities, work packages, project implementation plan - including milestones, periodic progress indicators, oversights etc., on-site management systems, such as rerouting of transient services, temporary connections, worker accommodation, labour insurance, procurement & storage of materials, inventory management; delivery, hand-over, exit and financial closure plans are in place.
 - ii. Site visits will be organized at different stages as indicated by the implementing agencies as 'milestones' in their work plan, which may consist of intermediate stages of development of work or contracting packages. Indicative milestones, such as foundations, superstructure, fenestration, services, finishes and commissioning may be taken as comparatives from the assessment side to help translate progress reports to non-technical personnel at reporting sites.
- b. Capture, wherever possible, moderated, and structured perceptions of the beneficiaries on various aspects of project implementation including communicating project rationale, strategy, outcomes, results, rights and responsibilities of all stakeholders;
- c. Estimate the degree of beneficiary satisfaction as regards the project(s);
- d. Capture qualitative feedback in narrative and in separate documents;
- e. Report the progress with respect to implementation as per the appropriate stage of the project under development;

1.2 Objective

The objective of this RFP is to empanel Technical Agency(ies) to carry out analysis of TPIM reports received by BMTPC from Mission Directorate, JNNURM. The TPIM agencies appointed by the States

submit the TPIM reports (in prescribed format) to the State Level Nodal Agency (SLNA) which in turn submit the reports to the Mission Directorate, JNNURM, Ministry of Housing & Poverty Alleviation, Government of India with their comments. These TPIM reports need to be reviewed and technically analyzed with respect to the sanctioned projects. Mission Directorate has entrusted BMTPC to carry out the work of review and analysis of TPIM reports.

Through this EOI-cum-RFP, it is intended to empanel Technical Agency(ies) which would carry out analysis and review of TPIM reports through its Technical and other Support personnel and submit the TPIM review reports as per scope of work/deliverables.

Considering the volume of work envisaged, it is intended to empanel two agencies.

1.2.1 Details of the Personnel to be required to be engaged by the Technical Agency

Civil Engineer: 2 Nos.

Qualification & Experience: B.E./B.Tech or equivalent in Civil Engineering from Govt. recognized college/university having experience in construction/supervision/monitoring/Quality Control/planning/design of integrated housing and infrastructure projects. One of them should have minimum 10 years experience and other having minimum 2 years experience.

Computer Operator: 2 Nos.

Qualification & Experience: Graduate from a recognized University with diploma (min. 6 months) in Computer Applications from Govt. recognized Institute with minimum two years experience in computer operations.

1.3 Scope of Services: Scope of work to be primarily carried out by the Technical agency would include but not limited to the following:

- i) Checking the compliance of the TPIM report with respect to the prescribed reporting formats given to the TPIM agency.
- ii) Review and overall analysis of TPIM reports with respect to physical and financial progress, quality assurance, time and cost over-run, deviations from the sanctioned project etc..
- iii) Follow-up action of the Analysis report, which would be ascertained in the next report.
- iv) Preparation and submission of Review Report in the prescribed format.
- v) Interaction with State Govt./Implementing Agency/TPIM agency in case of any clarifications required on the TPIM reports.
- vi) Any other work related to TPIM.
- vii) The personnel provided by the Technical Agency may be required to visit outside New Delhi for work related to TPIM for which TA/DA would be reimbursement as per Govt. norms.
- viii) Initially the technical personnel and computer operators would be required to work from the premises of BMTPC for understanding the concept and method for analysis and review of TPIM reports. They will be given peripheral support in terms of printers & stationery items. However laptop will have to be arranged by them.

1.4 Time Frame

The selected Technical Agency shall be required to start the work within 7 days from date of letter of award.

1.5 Deliverables

- i) Confirmation of required technical and support personnel as per clause 1.2.1 who would work as per the scope of services mentioned in clause 1.3.
- ii) Submission of Review reports as per scope of work described in clause 1.3. Two hard copies and one soft in CD need to be submitted for each report.
- iii) To attend the meetings with officials of BMTPC and Mission Directorate, JNNURM, Ministry of Housing & Urban Poverty Alleviation as and when required for which no extra payment will be made. No reimbursement towards TA/DA would be made for attending meetings/visits in New Delhi.

1.5.1 Submission of the work

- i) The appointed Technical Agency will carry out work and submit the Analysis/Follow-up reports in formats prescribed to BMTPC (two hard copies and one soft copy).
- ii) The Work done/reports prepared by the Technical Agency shall be reviewed and signed by a senior technical person not below the level of Director. The reports will be submitted to Mission Directorate within a period of 7 days from receipt of the TPIM Report. In case the number of TPIM reports is large in number at a particular time, submission of the review reports shall be done on the priority given by BMTPC.

1.6 Support and Inputs to the TPIM Agency

- i) Urban Local Bodies (ULBs)/ Project executing agencies (PEAs)/Project Implementing Units (PIUs) for extension of cooperation, sharing of information and all necessary assistance to the Technical Agency as when required.
- ii) BMTPC will provide information regarding project details, contact details of the concerned officials of State Govt./Implementing agency/TPIM agency or any other information which may be required by the Technical Agency for the work related to TPIM.
- iii) BMTPC would provide suitable workplace for the personnel of the Technical Agency and computers & peripherals (including

printers), stationery, communication facilities (landline phone & fax) required for activities performed by them while working from the premises of BMTPC.

- iv) BMTPC would nominate nodal officer(s) from BMTPC for consultation, overall supervision, interaction, up keep of TPIM reports with TPIM agency.

1.7 Conflict of interest for a Technical Agency is defined as

- Any agency involved as a consultant in project supervision or inspection work in any of the JNNURM projects applying for TPIM agency or engaged as TPIM Agency by any State/ Government of India is a conflict of interest in the particular project/City/State (as the case may be)
- The team members of TPIM agency should not have been employed (as an employee) by any City or State level Government agency / Project executing agency in the 5 years preceding this contract in the particular State or in TPIM Agency engaged.
- Any agency black listed or debarred would not be eligible for submission of Proposal for this RFP for empanelment as Technical Agency.

PART II – SELECTION CRITERIA AND PROPOSAL SUBMISSION

2.1 Proposal – Submission and Evaluation

2.1.1 Proposals are invited from reputed companies having office in Delhi/NCR Region which fulfill the following criteria for technical pre-qualification for empanelment as Technical Agency. Financial proposals of only those agencies which are technically pre-qualified shall be opened by the designated Committee.

- i) Minimum turnover in each year from technical consultancy during the last three years (Financial year 2007-08, 2008-09 and 2009-10) should be more than Rs. 25.00 lakhs (Rupees twenty five lakhs only). However minimum turnover for the FY 2009-10 should not be less than Rs. 50.00 lakhs
- ii) The agency should be Pvt. Limited/Limited Company/Registered firm having minimum 5 years of experience in project preparation/supervision/ monitoring/structural design/ project management consultancy/ preparation of feasibility reports/Detailed project reports of housing projects with infrastructure.
- iii) The agency should have adequate technical and support personnel to carry out the proposed work.
- iv) Agency should have not been debarred / blacklisted by Govt. of India / any state Govt.

2.1.2 If there are conditions attached to any financial proposal, which shall have bearing on the total costs as indicated in the proposal, the Committee shall reject any such proposals as non-responsive financial proposal. However, if the Committee feels it necessary to seek clarification on any financial proposals regarding taxes, duties or any such matter, the Committee may do so by inviting responses in writing.

2.1.3 RFP shall be submitted in sealed envelope superscribing “**RFP for Empanelment of Technical Agency for review of TPIM reports**” addressed to:

Shri A.K.Tiwari
Chief (PMT)
Building Materials & Technology Promotion Council (BMTPC)
Core-5A, 1st floor
India Habitat Centre, Lodhi Road
New Delhi 110003
Ph: 011 24654695

2.1.4 Last date of submission of RFP is within 15 days from the date appearing in newspaper.

2.1.5 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.

2.1.6 The Proposal should be valid up to 90 days of submission.

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

2.1.8 Earnest Money Deposit (EMD)

- i) Earnest Money Deposit (EMD): An EMD of Rs. 50,000 (Rupees Fifty Thousand Only) should be submitted in separate sealed envelope superscribing “EMD” in the form of DD/FDR drawn on any scheduled bank recognized by RBI in favor of Building Materials and Technology Promotion Council payable at New Delhi.
- ii) Proposals not accompanied by EMD shall be rejected as non-responsive.
- iii) No interest shall be payable by BMTPC for the sum deposited as earnest money deposit.
- iv) No bank guarantee shall be accepted in lieu of the earnest money deposit.
- v) The EMD of the unsuccessful bidders would be returned back within one month of award of work.

The EMD shall be forfeited by the BMTPC in the following events:

- i) If Proposal is withdrawn during the validity period or any extension agreed by the bidder thereof.
- ii) If the Proposal is varied or modified in a manner not acceptable to the BMTPC after opening of Proposal during the validity period or any extension thereof.
- iii) If the bidder tries to influence the evaluation process.

2.1.9 A performance Bank Guarantee of Rs.1,00,000/- (Rupees One Lakh only) will be required to be given by the selected agency(ies) at the time of award of work drawn on any scheduled bank recognized by RBI in favor of Building Materials and Technology Promotion Council payable at New Delhi. EMD shall be returned on submission of performance guarantee.

2.1.10 No interest shall be payable on the performance guarantee.

2.1.11 Performance guarantee shall be released within one month of successful completion of the period of appointment.

2.1.12 Depending on the volume of work, the agency would be required to increase the number of Technical and Support personnel to handle the additional work, however the amount payable per report shall be the same on which the work is awarded to the agency.

2.1.13 Staff Substitution: If substitution is necessary (for example, because of ill health or because a personnel proves to be unsuitable, or the personnel is no longer working with the agency), the Agency shall propose other staff of at least the same level of qualifications/experience for approval by BMTPC.

2.1.14 The appointment of the selected agency would be for one year from the date of award of work, and would be enterable based on the performance by the designated committee.

2.2. Procedure for opening/evaluation of proposals and selection of Technical Agency

2.2.1 Technical Proposals will be opened by the Designated Committee after fifteenth day of last day of submission of tender in the Conference Room of BMTPC at Core-5A, 1st Floor, India Habitat Center, Lodhi Road, New Delhi 110003. Date of opening of Financial Proposals will be intimated later on to the technically pre-qualified agencies.

2.2.2 Representatives of the Agencies who have submitted their Proposals may be present at the time of opening of the Proposals.

2.2.3 After preparation of the comparative statement, Lowest Proposal (L1) from the valid proposals will be selected. The designated committee may negotiate with L1 agency if felt necessary and award the work to the L1 agency. In order to empanel second agency, agency with L2 rate shall be offered to work at the agreed rate of L1 agency. In case L2 agency does not agree to work at L1 rate, designated committee may take decision to offer L1 rate to L3 agency only. However, in case an L2 & L3 agency does not agree to work at L1 rate, only one agency (L1) will be empanelled.

2.2.4 In case of empanelment of two agencies, maximum value of work which shall be given to an agency in one year will be to the tune of Rs. 50.00 lakhs. However, if only one agency is empanelled, designated committee may take decision to increase the value of work depending upon the technical and financial capabilities of the agency.

2.3 Contents of the proposal

2.3.1 The proposal shall be submitted in a sealed envelope containing two sealed Envelopes (Envelope I & Envelope II).

Envelope I superscribed as “Technical Proposal” shall contain:

- i) Letter of Submission as per format given at Annexure I of RFP.
- ii) Audited Annual Financial Statement showing turnover for the Financial year 2007-08, 2008-09 and 2009-10.
- iii) Consultant’s Organization: Provide here a brief description of the background and organization of your firm. The brief description should include ownership details, date and place of incorporation of the firm, objectives of the firm etc.
- iv) Consultant’s Experience: Provide information on major Assignment/job carried out by your firm during last five years ending 2009-2010 in the following format:
 - a) Description of Project including project cost (in Rupees).
 - b) Approx. value of the consultancy (in Rupees):
 - c) Name of Employer
- v) Certificate that Agency has not been debarred / blacklisted by Govt. of India / any state Govt.
- vi) Certificate that Agency has no conflict of interest as per clause 1.7 in the as per Annexure IV.
- vii) Certificate that Agency has not been debarred / blacklisted by Govt. of India / any state Govt.
- viii) EMD of Rs. 50000/- as per clause
- ix) Agency will furnish details of PAN No, TAN No and Service Tax No.

Envelope II superscribing “Financial Proposal” shall contain

- 1. Financial Proposal Submission Form given at Annexure II.
- 2. Financial Proposal as per format given at Annexure III in sealed envelope superscribing “Financial Proposal”.

Financial Proposal shall be opened only of those bidders who qualify as per details in Envelope I.

2.4 Payment Terms

2.4.1 The payment terms shall be as follows:

- The Technical Agency shall raise monthly invoices for work completed. These invoices should be backed up by state/City-wise and Project-wise statements of tasks carried out during the period.

- Payment will be released subject to the satisfactory submission and acceptance of the work/reports as per TOR of the RFP.

LETTER OF SUBMISSION

[Location, Date]

To

Shri A.K.Tiwari
Chief (PMT)
Building Materials & Technology Promotion Council (BMTPC)
Core-5A, 1st floor
India Habitat Centre
Lodhi Road
New Delhi 110003
Ph: 011 24654695

Dear Sir,

We, the undersigned, offer to undertake Assignment/job for analysis and follow-up action on TPIM Reports for projects of BSUP & IHSDP under JNNURM in accordance with your Request for Proposal dated [Insert Date]. We are hereby submitting our proposal, which includes Financial Proposal sealed under a separate envelope and requisite EMD and other required documents.

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 you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To

Shri A.K.Tiwari
Chief (PMT)
Building Materials & Technology Promotion Council (BMTPC)
Core-5A, 1st Floor, India Habitat Centre
Lodhi Road, New Delhi 110003
Ph: 011 24654695

Dear Sir,

We, the undersigned, offer to undertake Assignment/ for analysis and follow-up action on TPIM Reports for projects of BSUP & IHSDP under JNNURM in accordance with your Request for Proposal dated [Insert Date]. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures). This amount is inclusive of the Domestic taxes. We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in reject of our financial proposal.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

ANNEXURE III

FORMAT FOR SUBMISSION OF FINANCIAL PROPOSAL

Description of work	Unit rate* in figure Rs.	Unit rate in words Rs.
Review of TPIM report as per scope of work / deliverables (per report)		
Service tax @%		
Grand Total (Rs.) per report		

**this includes overheads, administrative and other misc. expenses, profit etc. of the agency. It does not include the charge for visit for physical verification which shall be reimbursed on actual as per Govt. norms.*

Authorized Signatory
Name:
Designation
Name of Agency:.....
Address:.....

ANNEXURE-IV

**INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND
DECLARATION THEREOF**

Are there any activities carried out by your agency/proposed personnel as per clause 1.7. If yes, please furnish details of any such activities. If no, please certify,

We hereby declare that our firm/ proposed personnel are not indulged in any such activities which can be termed as the conflicting activities as per clause 1.7. We also acknowledge that in case of misrepresentation of the information, our proposals / contract shall be rejected / terminated by the Committee which shall be binding on us.

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address: