

Tripura Industrial Development Corporation Ltd.

Request for Proposal

For

**“Construction of new building of Taxes & Excise Organisation, Finance
Department, Govt. of Tripura at Agartala, Tripura (West).”**

Letter of Invitation

Agartala, Tripura

Date: _____, 2018

To,

All Concerned

Dear Sir,

1. Tripura Industrial Development Corporation (TIDC) intends to “Construction of new building of Taxes & Excise Organisation, Finance Department, Govt. of Tripura at Agartala, Tripura (West).”
2. Tripura Industrial Development Corporation (TIDC) now invites Proposals to provide the following Consulting Services **as per the attached Terms of Reference.**
3. A firm will be selected under Quality-and Cost-Based Selection (QCBS) procedures described in this RFP.
4. Downloading of EOI documents may be started from 18-12-2018.
5. The RFP includes the following:
 - 1) Section 1 - Letter of Invitation
 - 2) Section 2 - Information to Consultants
 - 3) Section 3 - Technical Proposal - Standard Forms
 - 4) Section 4 - Financial Proposal - Standard Forms
 - 5) Section 5 - Terms of Reference
 - 6) Section 6 - Standard Form of Contract.

Yours faithfully,

Executive Engineer
Engineering Cell

Information to Consultants

1) Introduction

- 1.1. The Client named in the Data Sheet will select a firm among the consultants, in accordance with the method of selection specified in the Data Sheet.
- 1.2. The consultants are invited to submit a technical proposal and a financial proposal, as specified in the Data Sheet for consulting services required for the assignment named in the Data Sheet. The proposal will be the basis for contract negotiations and ultimately for a signed contract with the selected firm
- 1.3. The assignment shall be implemented in accordance with the phasing indicated in the Data Sheet. The assignment includes two phases, the performance of the consultant under phase I must be to the Client's satisfaction before work begins on the phase II.
- 1.4. The consultants must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain first hand information on the assignment and on the local conditions, consultants are encouraged to visit the Client before submitting a proposal. The consultants' representative should contact the officials named in the Data Sheet to arrange for their visit or to obtain additional information on the pre-proposal conference.
- 1.5. Consultants should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.
- 1.6. The Client will provide the inputs specified in the Data Sheet, assist the firm in obtaining approvals needed to carry out the services, and make available relevant project data and reports.
- 1.7. Please note that;
 - 1.7.1. The costs of preparing the proposal and of negotiating the contract, including a visit to the Client, are not reimbursable as a direct cost of the assignment; and
 - 1.7.2. The Client is not bound to accept any of the proposals submitted.
- 1.8. TIDC requires that consultants provide professional, objective, and impartial advice and at all times hold the Client's interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the Client.
- 1.9. It is imperative that the Consultants observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, TIDC:

- a. Defines, for the purposes of this provision, the terms set forth below as follows:
 - I. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution; and
 - II. "fraudulent practice" means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the client, and includes collusive practices among consultants (prior to or after submission of proposals) designed to establish prices at artificial, non competitive levels and to deprive the client of the benefits of free and open competition.
- b. will reject a proposal for award if it determines that the firm recommended for award has engaged in corrupt or fraudulent activities in competing for the contract in question; and
- c. will declare a firm ineligible, either indefinitely or for a stated period of time if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a contract.

1.10. Consultants shall not be under a declaration of ineligibility for corrupt and fraudulent practices in accordance with the above sub para. 1.9 (c).

1.11. Area Statement:

Total Built up area is 72,017 Sqft. or 6,693 Sqmts.

Detailed Area Breakup:

Floors	Sqmts.	Sqft.
Lower Ground Floor Area	460	4,950
Ground Floor Area	601	6,467
First Floor Area	1,245	13,396
Second Floor Area	1,084	11,664
Third Floor Area	920	9,899
Fourth Floor Area	1,272	13,687
Fifth Floor Area	1,111	11,954
Total	6,693	72,017

In addition, total area for Site Development is 34,864 Square Feet.

1.11 The following eligibility criteria are essential:-

- a) Those firms having annual turnover not less than **Rs.15.00 crores** during last **3 (three)** years shall only apply.
- b) The firms shall have experience in working in the **NE States / NE Region / Other Regions** contiguous to the North East.
- c) The firms shall have completed at least **1 (one)** multistoried office buildings during last **5 (five)** years similar nature of works.
- d) The firm shall have the experience of executing single building project, cost of which is not less than **Rs.35.00 crores**.

- e) The firm shall have thorough and extensive knowledge of **CPWD specifications and procedures** of technical scrutiny etc.
- f) Contractors who have in-house / joint venture having totally automated design office with all latest design software be given preference.
- g) Contractors who have experience in carrying out multi-disciplinary works such as mechanical, electrical, plumbing works, fire detection and alarms etc. On a single point responsibility basis.
- h) Contractors having latest ISO certification shall be given preference.
- i) Agency must have the ability to set up fully fledged Quality Testing Lab and Batching Plant within the working place or as per direction of the department, before execution Consultant must be submitted vetted drawing, design from any Govt. Organisation.

2) Clarification and Amendment of RFP Documents

2.1 Consultants may request a clarification of any of the RFP documents up to the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing by paper mail, facsimile, or electronic mail to the Client's address indicated in the Data Sheet. The Client will respond by paper mail, facsimile, or electronic mail to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all invited consultants who intend to submit proposals.

2.2 At any time before the submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by an invited firm, amend the RFP. Any amendment shall be issued in writing through agenda. Agenda shall be sent by paper mail, facsimile, or electronic mail to all invited consultants and will be binding on them. The Client may at its discretion extend the deadline for the submission of proposals

3) Preparation of Proposal

3.1 Consultants are requested to submit a proposal written in the language(s) specified in the Data Sheet.

Technical Proposal

3.2 In preparing the Technical Proposal, consultants are expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.

3.3 While preparing the technical proposal, consultants must give particular attention to the following:

- a) It is mandatory that the majority of the key professional staff proposed be permanent employees of the firm.
- b) Proposed professional staff must, at a minimum, have the experience indicated in the Data Sheet, preferably working under conditions similar to those prevailing in India.
- c) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.
- d) Reports to be issued by the consultants as part of this assignment must be in the language(s) specified in the Data Sheet.

3.4 The technical proposal shall provide the following information using the attached Standard Forms (Section 3):

- a) A brief description of the firm's organization and an outline of recent experience on assignments (Section 3B) of a similar nature. For each assignment, the outline should indicate, inter alia, the profiles of the staff proposed, duration of the assignment, contract amount, and firm's involvement.
- b) Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by the Client (Section 3C).
- c) A description of the methodology and work plan for performing the assignment (Section 3D).
- d) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing (Section 3E).
- e) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal (Section 3F). Key information should include number of years working for the firm/entity and degree of responsibility held in various assignments during the last ten (10) years.
- f) Any additional information requested in the Data Sheet.

3.5 The technical proposal shall not include any financial information.

Financial Proposal

3.6 In preparing the financial proposal, consultants are expected to take into account the requirements and conditions of the RFP documents. The financial proposal should follow Standard Forms (Section 4). It lists all costs associated with the assignment.

3.7 The financial proposal should clearly estimate, as a separate amount, the local taxes, duties, fees, levies, and other charges imposed under the applicable law, on the consultants, the sub consultants, and their personnel, unless the Data Sheet specifies otherwise.

3.8 Consultants may express the price of their services in Indian currency (INR) only

3.9 The Data Sheet indicates how long the proposals must remain valid after the submission date. During this period, the consultant is expected to keep available the key professional staff proposed for the assignment. The Client will make its best effort to complete negotiations within this period.

4) Submission, Receipt, and Opening of Proposals

4.1 The original proposal (technical proposal and financial proposal) shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the persons or person who sign(s) the proposals.

4.2 An authorized representative of the firm initials all pages of the proposal.

4.3 For each proposal, the consultants shall prepare the number of copies indicated in the Data Sheet. Each Technical Proposal and Financial Proposal shall be marked "ORIGINAL" or "COPY" as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original governs.

4.4 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "Technical Proposal," and the original and all copies of the Financial Proposal in a sealed envelope clearly marked "**FINANCIAL PROPOSAL**" and warning: "**DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**" Both envelopes

shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in the Data Sheet and be clearly marked, **"DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE."**

- 4.5 The completed technical and financial proposals must be delivered at the submission address on or before the time and date stated in the Data Sheet. Any proposal received after the closing time for submission of proposals shall be returned unopened
- 4.6 After the deadline for submission of proposals, the technical proposal shall be opened immediately by the evaluation committee. The financial proposal shall remain sealed and deposited with a respectable public auditor or independent authority until all submitted proposals are opened publicly.

5) Proposal Evaluation

General

- 5.1 From the time the bids are opened to the time the contract is awarded, if any consultant wishes to contact the Client on any matter related to its proposal, it should do so in writing at the address indicated in the Data Sheet. Any effort by the firm to influence the Client in the Client's proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the consultant's proposal.
- 5.2 Evaluators of technical proposals shall have no access to the financial proposals until the technical evaluation, including any are concluded.

Evaluation of Technical Proposals

- 5.3 The evaluation committee, appointed by the Client as a whole, and each of its members individually, evaluates the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub criteria and point system specified in the Data Sheet. Each responsive proposal will be given a technical score (St). A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet.

Public Opening and Evaluation of Financial Proposals: Ranking

- 5.4 After the evaluation of quality is completed, the Client shall notify those consultants whose proposals did not meet the minimum qualifying mark or were considered non responsive to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify the consultants that have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals. The notification may be sent by registered letter, facsimile, or electronic mail.
- 5.5 The financial proposals shall be opened publicly in the presence of the consultants' representatives who choose to attend. The name of the consultant, the quality scores, and the proposed prices shall be read aloud and recorded when the financial proposals are opened.

- 5.6 The Client shall prepare minutes of the public opening. The evaluation committee will determine whether the financial proposals are complete (i.e., whether they have quoted all items of the corresponding technical proposals; if not, the Client will cost them and add their cost to the initial price), correct any computational errors.
- 5.7 The lowest financial proposal (Fm) will be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other financial proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the technical proposal; P = the weight given to the financial proposal; T + P = 1) indicated in the Data Sheet: $S = St \times T\% + Sf \times P\%$. The firm achieving the highest combined technical and financial score will be eligible for selection & called for negotiation.

6) Negotiations

- 6.1 Negotiations will be held at the address indicated in the Data Sheet. The aim is to reach agreement on all points and sign a contract.
- 6.2 Negotiations will include a discussion of the technical proposal, the proposed methodology (work plan), staffing and any suggestions made by the firm to improve the Terms of Reference. The Client and firm will then work out final Terms of Reference and staffing indicating activities, staff, timeframe and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the "Description of Services" and form part of the contract. Special attention will be paid to getting the most the firm can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the assignment.
- 6.3 The financial negotiations will include a clarification (if any) of the firm's tax liability, and the manner in which it will be reflected in the contract; and will reflect the agreed technical modifications in the cost of the services. Unless there are exceptional reasons, the financial negotiations on lump sum fee will not be held.
- 6.4 The negotiations will conclude with a review of the draft form of the contract. To complete negotiations the Client and the firm will initial the agreed contract. If negotiations fail, the Client will invite the firm whose proposal received the second highest score to negotiate a Contract.

7) Award of Contract

- 7.1 The contract will be awarded following negotiations. After negotiations are completed, the Client will promptly notify other consultants on the shortlist that they were unsuccessful and return the unopened Financial Proposals of those consultants who did not pass the technical evaluation.
- 7.2 The firm is expected to commence the assignment on the date and at the location specified in the Data Sheet.

8) Confidentiality

- 8.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the contract.

Data Sheet

Clause Reference	
1.0	The name of the Client is: Tripura Industrial Development Corporation (TIDC) The method of selection is: Quality and Cost Based Selection (QCBS)
1.1	Technical and Financial proposals are requested: Yes
1.2	Name of the Assignment: Consultancy services for “Construction of new building of Taxes & Excise Organisation, Finance Department, Govt. of Tripura at Agartala, Tripura (West).”
1.3	Activity I – Detailed Project Report Activity II - Detailed Design and Engineering and assistance in selection of contractor and Project Management Service,
1.4	Clarifications may be requested 10 days before the submission date. The address for requesting clarifications is: Managing Director Tripura Industrial Development Corporation Limited Shilpa Nigam Bhawan, Khejurbagan, P.O: Kunjaban, Agartala-799006,
2.0	Proposal Submission
2.1	Proposals should be submitted in English Language
2.2	i. Shortlisted firm/entity may associate with other shortlisted firm: No. ii. Reports that are part of the assignment must be written in the following language(s): English
2.3	Taxes: Consultants are requested to consult their tax consultants for details.
2.4	Proposals must remain valid 120 days after the submission date, i.e.
2.5	Consultants must submit: one original and one additional copy of the technical proposal shall be submitted and the financial proposal shall be submitted in original and one copy
2.6	The proposal submission address is: Managing Director Tripura Industrial Development Corporation Limited Shilpa Nigam Bhawan, Khejurbagan, P.O: Kunjaban,

	<p>Agartala-799006, Tripura (India)</p> <p><u>Information on the outer envelope should also include:</u></p> <p>Consultancy services for “Construction of new building of Taxes & Excise Organisation, Finance Department, Govt. of Tripura at Agartala, Tripura (West).”</p> <p>Contact Person and Contact Address, Phone Numbers, Facsimile and Email of respective consultant</p> <p>Managing Director Tripura Industrial Development Corporation Limited Shilpa Nigam Bhawan, Khejurbagan, P.O: Kunjaban, Agartala-799006, Tripura (India)</p>		
2.7	<p>Proposals must be submitted no later than the following date and time: 01/01/2019 at 3-00 hrs IST</p>		
2.8	<p><u>Bid Security / EMD</u> All proposal must be accompanied with Security Deposit Rs. 20,000/- (Rupees Twenty Thousand) only in the form of Demand Draft drawn in favour of the Managing Director, TIDC Ltd., Khejurbagan, Agartala</p>		
2.9	<p><u>Bid Document Fee</u> All proposal must be accompanied with Bid Document Fee of Rs.5,000/- (Rupees Five Thousands only) in the form of Demand Draft drawn in favour of the Managing Director, TIDC Ltd., Khejurbagan, Agartala</p>		
3.0	<p>The address to send information to the Client is:</p> <p>Managing Director Tripura Industrial Development Corporation Limited Shilpa Nigam Bhawan, Khejurbagan, P.O: Kunjaban, Agartala-799006, Tripura (India)</p>		
4.0	<p>Proposal Evaluation</p>		
4.1	<p>The Bidder is defined as a company registered under the Companies Act. 1956 or a consortium of such companies and partnership firms.</p>		
5.0	<p>Technical Evaluation Criteria – Minimum of 70 Marks</p>		
5.1	S. No	Criteria	Weightage
	1.	Experience in preparation of Detailed Project Report	40
	2	Design, Engineering and construction supervision/Project management of similar projects	20

	4	Qualifications and competence of the key staff for the Assignment B. Tech – Civil (Minimum 5 years experience) Diploma – Civil (Minimum 10 years experience) B. Arch. (Minimum 7 years experience)	30
	5	Presence in Tripura	10
6.0	Technical Qualification		
6.1	<p><i>Only those bidders scoring 70% and above on the criteria mentioned in the above table will be declared technically qualified and invited to send their representatives for the opening of the financial bid at the designated date/time.</i></p> <p>The financial bids of those bidders who are technically not qualified shall be returned in unopened condition. The successful technically qualified bidders shall be intimated through Fax and /or e-mail.</p>		
7.0	Final Selection of Bidder		
7.1	Final selection of the successful bidder will be made on the basis of point 5.7 of the proposal Evaluation.		

TECHNICAL PROPOSAL SUBMISSION FORM

Date:

To

Executive Engineer,
Engineering Cell,
Tripura Industrial Development Corporation Ltd.
Bodhjunnagar,
West Tripura.

Dear Sir,

We, the undersigned, offer to provide the consulting services for "Construction of new building of Taxes & Excise Organisation, Finance Department, Govt. of Tripura at Agartala, Tripura (West)" in accordance with your Request for Proposal dated [Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

If negotiations are held during the period of validity of the Proposal, i.e., before [Date] we undertake to negotiate on the basis of the proposed staff. 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:

Name and Title of Signatory:

Name of Firm:

Address:

FINANCIAL PROPOSAL SUBMISSION FORM

Date:

Executive Engineer,
Engineering Cell,
Tripura Industrial Development Corporation Ltd.
Bodhjunnagar,
West Tripura.

Dear Sir,

We, the undersigned, offer to provide the consulting services for "Construction of new building of Taxes & Excise Organisation, Finance Department, Govt. of Tripura at Agartala, Tripura (West)" in accordance with your RFP and our proposal.

Our attached Financial Proposal is for the proposed assignment in terms of percentage of the project cost. This percentage (rate) is exclusive of applicable taxes.

Name of Activity	Percentage	
Total Professional Fee in % of the project cost*	In Figures	In Words

*The rate is exclusive of the applicable taxes.

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.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Terms of Reference

Preamble

- 5.1 Tripura Industrial Development Corporation (TIDC) is primarily responsible for developing various policies, facilities and frameworks for development of industrial infrastructure in Tripura.
- 5.2 Tripura Industrial Development Corporation (TIDC), a wholly owned subsidiary of Government of Tripura, has developed various projects within the state for greater infrastructure up-gradation in the state.

Present project is to design and assist TIDC in “Construction of new building of Taxes & Excise Organisation, Finance Department, Govt. of Tripura at Agartala, Tripura (West).”

The broad scope of the assignment

DETAILED PROJECT REPORT

- (a)
- Preparation of a Detailed Architectural Drawing, Estimates and Structural Drawings as per SOR 2017 or as per market assessment upon rate analysis;
 - Developing specifications for various components of the Physical, Technical and Social Infrastructure, to be constructed as per the requirement of TIDC;
- (b) To prepare a Project Report which shall include:
- proposed Architectural Layout/Drawings, Structural Drawings and Engineering Drawings indicating requirements and specifications for different components of Technical, Physical and Social Infrastructure;

DETAILED DESIGN, ENGINEERING AND PROCUREMENT OF CONTRACTOR AND PROJECT MANAGEMENT SERVICES

- (c) To assist TIDC in getting approvals/permissions from local bodies/ statutory/Government agencies in relation to the proposed design and the drawings thereof;
- (d) To assess and design various facilities including architectural and structural drawings for buildings, electrical distribution systems, Heating, Ventilation, and Air Conditioning (HVAC) plants, transport, communication and networking plan, fire detection and protection plan, energy conservation, waste management systems, cargo and visitor movement planning and other aspects for functional efficiency of the centre.
- (e) Project plan with specifications need to be made keeping in view regulations on urban development, buildings codes, structural engineering parameters, engineering standards and practices, environmental/safety concerns etc. In addition, carrying out necessary modifications in design/drawings as may be required during different phases of the development from time to time;

- (f) To assist TIDC in the procurement process in selection of the contractor for implementation of the project and provision of services including:
- preparation of bid documents including detailed BOQ, Specifications and tender drawings;
 - organising pre-bid meetings with prospective bidders;
 - marketing the project to ensure wide participation and competitive bidding;
 - assisting TIDC in evaluating bids and selection of the contractor;
 - preparing contract documents;
- (f) To carry out detailed supervision of the project during its implementation as per terms of contract and provide expert inputs to TIDC to ensure quality and timely completion;
- (g) To continually develop and implement systems for management of the project and for ensuring quality;
- (h) To document the entire process.