**REQUEST FOR PROPOSAL FOR ENGAGEMENT OF A PROJECT MANAGEMENT CONSULTANCY FIRM FOR PLANNING, DESIGN & SUPERVISION OF THE CONSTRUCTION OF AN OFFICE COMPLEX OF NATIONAL JUTE BOARD AT NEW TOWN, RAJARHAT, KOLKATA**

**1.**National Jute Board, a Statutory Body under Ministry of Textiles, Government of India, was allotted the a plot of land measuring 6070.525 sqm (around 1.5 acre) at premises No.04-0175 / Plot No.CF-6/1 / Action Area IC / Category Bulk Plot at New Town, Kolkata for construction of its office complex. The physical possession of the land was taken on 24th September, 2010 on execution of the Deed of Conveyance at the office of ADSR, Bidhannagar.

The land now stands protected by a peripheral wall. An inner compound road of length261 mtrs.has also been constructed. This road has been constructed with different types of Jute Geotextiles (JGT) as basal reinforcement to the sub-grade to evaluate the comparative performance of each type of JGT for study. The design of the road was done by the Civil Engineering Department of Bengal Engineering & Science University, Shibpur after necessary geotechnical tests of the entire area. The University will also evaluate its performance.

The office complex is supposed to house a number of jute-related organisations besides NJB. It will be developed as a green complex with greenery around using ingredients with low carbon foot prints and harnessing solar energy as the source of electricity to the extent feasible. The facilities may include separate display spaces / showrooms, conference rooms, a guest house, auditorium, etc. keeping in view the permissible height and covered area as per regulations of the local Municipal and Town Planning Authorities. NJB intends to utilize the land to the maximumextent permissible.

**2.** NJB invites offers from bona fide Project Management Consultancy (PMC) Firms of repute for planning, design and supervision of the proposed office complex. The selection of the PMC will be done through competitive bids.

**3. 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, framing the TOR for the design competition, running the design competition, selection of architect, finalising the design, assistance in getting clearances from WBHIDCO / concerned civic authorities, getting BoQs prepared, bid process management for engagement of contractor, supervising construction, monitoring quality, examination and recommendation of the bills submitted by the contractor and certifying completion.

**Part A: Preliminary work – area requirements from participating organisations, etc.**

1. Assessment of requirement of built-up area, parking and other amenities by the participating organisations through consultations.
2. To prepare the area utilization pattern following the guidelines of New Town Kolkata DevelopmentAuthority (NKDA).
3. Discussion and finalization of area utilization with the participating organizations.
4. To prepare the agreement / legal documents to be executed between National Jute Board (NJB) and other participating organizations regarding allotment of built-up area.

**Part B: Selection and engagement of Architect – monitoring deliverables:**

1. To assist NJB in selecting and engaging competent architect selected on the basis of a design competition and as per the norms of the Board of Architects.
2. To frame the TOR for the design competition from the intending architects for selecting the Architect,
3. To run the design competition and select the architect,
4. To finalise engagement of the Architect,
5. To finalise the architectural design & drawings consisting *inter alia* of the following in consultation with the selected Architect:
   1. Floor plan of each floor and for all the blocks
   2. Elevation (s)
   3. Section (s)
   4. Site layout plan
   5. Basement floor plan with car parking facility
   6. Sanitary & Plumbing Drawing
   7. Structural Design & Drawing
   8. Electrical & Illumination Drawing
   9. Interior & Furnishing Drawing
   10. Landscape and site development details
   11. Specifying all infrastructure and facilities to be included including Mechanical Services
   12. Specifying standards of construction and fittings and for fire protection
   13. Specifying other norms to be adhered to e.g. “green norms”
6. To ensure preparation of detailed building plans, working drawings and detailed estimate of the project including Bills of Quantity (BOQ) based on the CPWD guidelines for site work.

**Part C: Necessary clearance from the Regulatory Authorities:**

1. To obtain approval of Architectural & Structural Drawing from HIDCO / New Town Kolkata DevelopmentAuthority (NKDA). The requisite fees and expenses will be reimbursed by the Employer.
2. To obtain other approvals, that may be necessary for undertaking the project of construction from different authorities.The requisite fees and expenses will be reimbursed by the Employer.

**Part D: Selection of contractor:**

1. To prepare bid document with complete drawings, specifications and B.O.Q. for engaging contractor / contractors for construction.
2. To manage the bid process for selection and engagement of contractors for construction.
3. To ensure transparency in the bidding process and compliance with GFR and CVC guidelines.
4. To prepare the Contract Agreement complete with Project Implementation Plan along with payment schedule for construction.
5. To finalise the engagement of contractor for construction.

**Part E: Supervision of the construction and completion of the project:**

1. To supervise the construction of the project, arrange measurement of jobs, certify and recommend bills of contractors:
2. 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 verification and monitoring the construction methodology, quality of workmanship, quality of material, performance of equipment, safety measures, etc. in compliance with good construction practices.
3. PMC shall prepare detailed Monthly Progress Reports within the first week of the following month as per mutually agreed proforma. 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.
4. PMC will arrange periodic measurement of the jobs done, quality checks and certify running account bills and final bill of the contractors.
5. 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 recommendations.
6. Any claims, disputes, etc, by the contractor will be analyzed by PMC and appropriate recommendations would be made to NJB for settlement of such claims and disputes.
7. The PMC shall issue the “statement of virtual completion” upon verification of the report of the compliance of contractor by itself / its experts.
8. The PMC, on completion of the construction, will ensure settlement of accounts of the contractor (s)
9. The PMC will assist in obtaining Completion and Occupancy Certificates from the Authority on payment of requisite Fees by the Client.
10. 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.
11. The **PROJECT MANAGEMENTCONSULTANT / 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.
12. The Project Management Consultant will be required to maintain a Project Site Office at its own cost. The raw space will be provided within the Project site area free of cost by NJB.
13. The entire Project will have to be completed within 24 months. The time frame for activities under Part A to Part D shall be 6 months, while the time for actual construction and Part E shall be 18 months. Defect liability period will be 2 (two) years from the completion of the Project.

**4. Role/ Responsibility/ Powers of NJB.**

1. NJB is the Employer for this project.
2. The charges imposed by HIDCO / NKDA authority and other authorities, if any, for granting the necessary permission shall be borne by the Employer.
3. The Bids, Notices,etc shall be inserted in leading newspaper(s) and hosted on NJB’s**website: www.jute.com** and the cost of such hosting on website shall be borne by NJB. The other participating stakeholders shall also host same content in their respective web-site for wider visibility.
4. NJB shall bear the cost of organising the bid conferences.
5. The **PROJECT MANAGEMENTCONSULTANT / FIRM**isthe Engineer for the project. NJB, as the Employer,mayat its own discretion accept, not accept, change, modify or amend the documents suggested by the PMC and the decision of NJB in this regard shall be final.

**5. 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 social infrastructure (not being residential quarters) or above for a single order and should have been in business as PMC for **not less than five years**. Minimum total value of building construction under the Project Management Consultancy of the bidder in the last 3 years (ending 31st March, 2012) should be Rs.50crore. Similarly the average minimum turnover of the bidder company must be at least Rs.3crore annually over the same period. The bidder will have to submit credentials and documents in support of their experience.

**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:

* + Turnover over last 3 years (ending 31st March, 2012).
  + Previous experience in similar projects.
  + Project Management Methodologies (a presentation may 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, design engineer, architect, electrical and plumbing expert, landscape adviser, green building consultant, etc.). The indicative requirements are mentioned at point no. 6 of A1 of the Technical Proposal format, as enclosed. The positions covered at Sl. (1) to (8) under A & B of the points cited will be considered as Key Personnel for project management.
  + Bid management methodology to be followed.
  + Strong planning and organisational skills.
  + Civil Construction Project Management skills.
  + Legal expertise for designing the contracts.

**6. Bid Details:**

Offers are hereby invited from consultancy firms qualified for this engagement, to be submitted in sealed cover containing three further sealed covers, to:

**The Secretary,**

**National Jute Board,**

**3A, Park Plaza,**

**71, Park Street,**

**Kolkata-700 016**

**Phone: 033-2226-3438 / 2217-2107**

**E-mail: jute@njbindia.in**

The three sealed covers within the main cover should contain:

(a) Qualification, Credentials and Earnest Money Deposit clearly superscribed**“Packet A”**

(b) Technical bid clearly superscribed**“Packet B”** and

(c) Financial bid clearly superscribed**“Packet C”.**

**(i) The Packet ‘A’ should contain -**

1. Details of the Bidder, Contact Address, email, phone, Fax, Name of Contact person for this project.
2. Documents in support of the eligibility criteria for this bid. [Para 5(a)]
3. Bidders to provide indemnity bond stating that they are not blacklisted by any Govt. Authority/Agency.
4. EMD by way of Demand Draft drawn in favour of **“National Jute Board” payable at Kolkata** for an amount of Rs. 1,00,000/-.
5. Copies of PAN Card, Service Tax Registration, PF/ESI Registration, etc.
6. Bids not supported with EMD shall be summarily rejected.

**(ii) The Technical Bid (Packet ‘B’) should contain -**

Technical bids of eligible bidders will only be opened. Technical bids shall contain information/ documents in support of the Technical Criteria specified below-

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No. | Heading | Description | Criteria for point allotment | Points Allotted |
| 1 | Firm's Experience | a. Years of Existence | <5 year =  5 to 10 year =  >10 year = | 2  3  5 |
| b.Total value of the building construction job under your Project Management Consultancy. | Total value in last 3 years  50– 75crore =  75– 100 crore =  above 100 crore = | 5  7  10 |
| c. Turnover of the company | Average turnover during last 3 years  3- 5crore annually =  5-10 crore annually =  above 10 crore annually = | 5  7  10 |
| 2 | Experience of Key Personnel [ an indicative qualification and experience list is placed below] | **Sub-total** |  | **25** |
| a. Qualification & Experience of the Project Manager | Subjective.  Engineering Degree and PG in Project Management with 10 years’ experience preferred | 10  (Max.) |
| b. Qualification & Experience of Key Professional Staff for the assignment | Subjective.  UG / PG degree in respective discipline and min. 5 years’ experience preferred | 15 |
| 3 | Project Methodology & Approach | **Sub-total** |  | **25** |
| a. Technical Approach & Methodology | Subjective. Criteria - adequacy of the proposed methodology and work plan w.r.t. Terms of Reference | 10 |
| b. Work Plan & Schedule | 5 |
| c. Organisation& Staffing | 5 |
|  |  | **Sub-total** | **20** |
| **Grand Total** | |  |  | **70** |

Maximum Marks: 70

Qualifying Marks for the Technical Bids: 40.

**Indicative composition of the team based on 24 months’ time frame.**

1. **Team for tasks up to “Part D assignment” (6  months period)**

|  |  |  |  |
| --- | --- | --- | --- |
| S. No. | Position | Nos | Man months |
| 1 | Senior Civil Engineer cum Team Leader | 01 | 6 |
| 2 | Senior Architect cum landscape Expert | 01 | 6 |
| 3 | HVAC Expert | 01 | 6 |
| 4 | Electrical Expert | 01 | 6 |
| 5 | Contract Specialist | 01 | 6 |
| 6 | Legal Expert\* | 01 | 3 |
| 7 | Fire Protection Expert\* | 01 | 3 |
| 8 | Environment Expert\* | 01 | 3 |
| **Total** |  | **08** | **39** |

 \* As & when required

**B. Team for Construction Supervision & Monitoring (18 months period)**

|  |  |  |  |
| --- | --- | --- | --- |
| S. No | Position | Nos | Man months |
| 1 | Senior Civil Engineer cum Team Leader | 01 | 18 |
| 2 | Architect cum landscape Expert | 01 | 18 |
| 3 | Material Engineer cum Quality Expert | 01 | 18 |
| 4 | HVAC Expert | 01 | 7 |
| 5 | Electrical Expert | 01 | 7 |
| 6 | Sanitary & Plumbing Expert | 01 | 18 |
| 7 | Environmental Expert | 01 | 3 |
| 8 | Fire Protection Expert | 01 | 3 |
| 9 | Field Engineers (civil) | 03 | 54 |
| 10 | Field Engineers (Electrical) | 02 | 36 |
| 11 | Field Engineers (Mechanical/HVAC) | 01 | 18 |
| **Total** |  | **14** | **200** |

**Indicative Minimum qualification of Key Professionals**

**Minimum Qualification of Key Professionals**

1. **Senior Civil Engineer cum Team Leader :** B. Tech (Civil) with 15-20 years similar experience and has handled minimum one project worth Rs. 50crores in similar capacity.
2. **Senior Architect cum landscape Expert:** B. Arch with 10 years experience of similar work.
3. **Material Engineer cum Quality Expert:** B. Tech(Civil) with 10 years experience of similar work.
4. **HVAC Expert:** B. Tech (Mechanical) of 10-15 years total experience with 7 years experience in HVAC
5. **Electrical Expert :**B. Tech (Electrical) of 10-15 years total experience with 7 years experience in similar works
6. **Sanitary & Plumbing Expert:** B. Tech (Civil) with 10 yearsexperience of similar work.
7. **Environmental Expert:** B. Tech(Civil/Environment) with 7 years experience in similar experience.
8. **Contract Specialist :** B. Tech (Civil) with 10-15 years total experience with 7 years experience in Contract Management & Drafting.
9. **Legal Expert:** LLB/LLM with 7 years experience in Contract Management.
10. **Fire Protection Expert:** Degree /Diploma in Fire Safety Management with 7 years experience.
11. **Field Engineers:** Diploma in respective discipline with 5-7 years experience.

**(iii) The Financial Bid (Packet C) should contain-**

Only the financial bids of bidders qualified in technical bid will be opened. Financial bids of the bidders failing to qualify in Technical bid will not be opened.

**Financial Bid shall be submitted in Rupee per sq. feet terms** – considering the requirement of50,000 sq.ft.including area to be developed for landscaping, etc. (with structural provision for future construction upto minimum allowable FAR).In case actual area to be built / developed works out to be higher than 50,000 sq.ft., the charges would be calculated @80% of the pro-rata fees per square feet, provided the project is completed within 3 years of the 1st phase.

Full marks: 30 Marks. Bidder with the lowest quote will get the full marks. The marks of the higher quotes will be awarded inversely proportionate marks.

**7. Other Conditions:**

1. Two open house pre-bid meetings will be held at Kolkata at NJB Office on 22nd and 28th February, 2013 at 4.00 P.M.
2. The bidder may carry out inspection of the site and may also carry out soil test, CBR, etc. with prior intimation to and consent from NJB.
3. Earnest Money Deposits of the bidders, other than the successful bidder, will be returned within 1 month from the completion of the bid process.
4. A sum of 5% of the gross amount of the bill shall be deducted from each payment to PMC to maintain 5% Performance Guarantee deposit. The Earnest Money Deposit of Rs.1,00,000/- deposited by the selected PMC will be adjusted first and balance will be recovered from subsequent payments to the PMC.
5. The Performance Guarantee deposits will be released to the PMC after 12months 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 twelvemonths’ period.
6. NJB will provide the format of Performance Guarantee to be provided by the successful bidder.
7. The selected Agency has to sign an Agreement with NJB 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,**arbitration clause, besides other clauses as are finalized by NJB**.**
8. **The responsibility of delay in execution, if any, will be apportioned among probable contributors like NJB, PMC, contractors, etc. by a competent authority to be designated for the purpose.**
9. The Payment to the selected PMC would be made in accordance with the successful completion of following Milestones and submission of Bank Guarantees as per procedure:

|  |  |  |
| --- | --- | --- |
| Mile Stones | Time bound deliverables | Payment to PMC |
| Mobilisation Advance | On Execution of contract & furnishing of Performance Guarantee - within 15 days from the release of work order | 10% of the actual fees payable |
| Milestone 1 | Finalisation of Concept Plan and getting consent from all participating organizations - within 30 days from the release of Mobilisation Advance | 20% of the actual fees payable less payment already made |
| Milestone 2 | Completion of Part ‘A’ - within 15 days from the release of payment against Milestone 1 | 30% of the actual fees payable less payment already made. |
| Milestone 3 | Completion of Part ‘B’ - within 60 days after completion of Part ‘A’ | 40% of the actual fees payable less payment already made |
| Milestone 4 | Completion of Part ‘C’ - within 30 days after completion of Part ‘B’ | 50% of the actual fees payable less payment already made |
| Milestone 5 | Completion of Part ‘D’ - within 60 days after completion of Part ‘B’ | 60% of the actual fees payable less payment already made |
| Monitoring the progress of the Project, measurement and certification of bills and disbursement to Contractor/s. Payment will be released once in every 3 months from the date of Milestone 5, *prorata* to the percentage (%) of completion of job, upto a maximum of 90%, less payments already made. | | |
| Balance 10% will be paid after final checking and certification of Bills after successful completion and handing over of the Project. | | |

**8. Other Information:**

Bidder may be required to make a presentation in the NJB office. The bid document can be downloaded from theNJB website, free of cost.

**Last Date for Submission of the Bid :8th March 2013before 13.00 hours. Bids will be opened on 8th March 2013 at 15.00 hours at the address given below:**

**National Jute Board,**

**3A, Park Plaza,**

**71, Park Street,**

**Kolkata-700 016**

NJB reserves the right to cancel any or all the offers or the bidding process without assigning any reasons, whatsoever

**Appendix –1**

Formats of Technical Proposal:

**Technical Proposal**

|  |  |
| --- | --- |
| From: | To: |

Sir,

Subject: Project Management Consultancy for Planning, Design & Supervision of the construction of an Office Complex at New Town (Rajarhat), Kolkata

I/We\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Consultancy firm herewith enclose our Technical Proposal for selection of our firm/organization for providing various services as per the terms of reference for the Project Management Consultancy for NJB.

Yours faithfully,

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel No (O): (R )

E Mail:

Fax No.

(Authorised Representative of the Consultant)

A1- **Organisational Details and Financial Statement**

1. Organisation Chart of the firm/company/organization/ agency and brief narrative description
2. Details of the Consultant Firm/ Company/ Organization/ Agency
   1. Address of Corporate Office
   2. Specify the appropriate type of services and field of specialization the Consultant is engaged in
   3. Whether subsidiary or independent or JV with details
   4. Whether individual, proprietorship, partnership, corporation or others
   5. Details of establishment/ registration, constitution along with attested copies of Deeds/ Articles of Association/ Partnership Deed
   6. Organisational set up
   7. Name and responsibilities of key top management personnel
3. Details of Technical and Managerial staff
4. Financial Statement for last five years

|  |  |  |
| --- | --- | --- |
| Year | Turnover | Net Profit |
|  | Rupees in Lacs | |
| 2011-12 |  |  |
| 2010-11 |  |  |
| 2009-10 |  |  |
| 2008-09 |  |  |
| 2007-08 |  |  |

Note: Please provide copies of the latest audited financial statements and annual report showing financial strength/ carry forward losses, if any.

1. Total value of the building construction job under the Project Management Consultancy of the bidder.

|  |  |
| --- | --- |
| Year | Rs. In crore |
| 2011-12 |  |
| 2010-11 |  |
| 2009-10 |  |
| **Total** |  |

Note: Please provide supporting documents / certificates.

1. Indicative composition of the team.

1. Indicative Minimum qualification of Key Professionals

**A2 – Methodology and Work Plan**

Description of the Methodology and Work Plan for Performing the Assignment:

**Appendix –2**

**Formats of Financial Proposal**

|  |  |
| --- | --- |
| From: | To: |

Sir,

Subject: Project Management Consultancy for Planning, Design & Supervision of the construction of an Office Complex at New Town (Rajarhat), Kolkata

I/We\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Consultancy firm herewith enclose our **Financial Proposal** for selection of our firm/organization for providing various services as per the terms of reference for the Project Management Consultancy for NJB.

Yours faithfully,

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel No (O): (R )

E Mail:

Fax No.

(Authorised Representative of the Consultant)

**B1 – Schedule of Price Proposal**

|  |  |  |
| --- | --- | --- |
| Sl. No | Nature of Consultancy Assignment | Fees |
| Project Management Consultancy Charges (settled fee) for the Consultancy services  as per terms and conditions of the contract for construction of 50000 sq. feet built- up area. | | |
| 1 | Total fees (excluding all taxes and duties) | Rupees: per sq. feet.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Fees in words |

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_