

**LIMITED REQUEST FOR PROPOSAL**

**RFP Number:** No. ASDMA.25/2019/49

**ISSUED BY:** Assam State Disaster Management Authority

**ISSUE DATE:** 20<sup>th</sup> December, 2019

**Closing Time:** 30<sup>th</sup> December, 2019 (4.00 PM)

**Contact Person:** Chief Executive Officer  
Assam State Disaster Management Authority  
Ancillary Block,  
Assam State Secretariat,  
Dispur, Guwahati - 6

**Summary of Proposal:**

This Limited Request for Proposal (RFP) is issued by Assam State Disaster Management Authority (ASDMA) to obtain proposal from Architects / Consultants empanelled with PWD (Bldg), Assam to enter into a contract for preparing the design and estimate for ASDMA Office Building to be constructed at Maidam Gaon, Beltola, Guwahati.



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**1. TERMINOLOGY IN LIMITED REQUEST FOR PROPOSAL**

Throughout this document, the following definitions apply:

- a) "Applicant" means a party that submits, or intends to submit, a Proposal;
- b) "Work Order" means the written order resulting from this RFP issued by the Authority ;
- c) "The Authority" means the Assam State Disaster Management Authority;
- d) "Must" or "mandatory" means a requirement that must be met in order for a Proposal to receive consideration;
- e) "Proposal" means a proposal submitted in response to this RFP;
- f) "RFP" means this Request for Proposal; and
- g) "Should" or "desirable" means a requirement having a significant degree of importance to the objectives of RFP.



## 1. EXECUTIVE SUMMARY

### Project Background

The Assam State Disaster Management Authority was notified in the year 2007 with the adoption of the Disaster Management Act in the year 2006. Honourable Chief Minister, Assam is its Chairperson and Hon'ble Minister Revenue and Disaster Management is its Vice Chairperson. To execute the mandate of the Authority the State Executive Committee (SEC) with the Chief Secretary, Assam as its Chairperson has also been notified as per provision of the Disaster Management Act. The ASDMA Secretariat with officers, consultants and employees, for carrying out the functions of the State Authority, became fully functional in the year 2010.

ASDMA started functioning from its office space at C Block of Assam Secretariat, Dispur, Guwahati. Further, as approved by SEC, ASDMA shifted its office to the employee's auditorium after due renovation and presently functioning from this building. However, Govt allotted a land to ASDMA for construction of its permanent office building at Maidam Gaon, Beltola, Guwahati. ASDMA had taken possession of the land and intends to construct office building in a part of the land allocated.

The task ahead is:

**To prepare the design and estimate for ASDMA Office Building to be constructed at Maidam Gaon, Beltola, Guwahati as per the Terms Of Reference (TOR) in this Limited Request For Proposal (RFP)**

## 2. Terms Of Reference (TOR)

- a) The Office building of ASDMA will be constructed under the supervision of PWD (Bldg), Assam
- b) The Request For Proposal (RFP) will be Limited Request For Proposal as approved by SEC. The list of Architects / Consultants is decided as per the empanelled list of PWD (Bldg), Assam
- c) Estimate should be prepared as per the APWD Rate Schedule and Non-schedule items with proper rate analysis
- d) Two buildings viz. ASDMA Office building and State Emergency Operation Centre (SEOC) will be constructed in the Plot (size 79.74 M x 49.91 M). **Here, the proposal for preparation of design and estimate is sought for ASDMA Office Building only with a tentative plinth area of 1000 Sq M (approx).**
- e) **General Requirement for preparation of design & estimate for ASDMA Office Building:**
  - I. Earthquake Resistant Building (Fulfil the requirement of latest BIS Codes) with Shear Wall system as and where design requirement
  - II. RCC Building (Ground + 5) and top roofing may be designed with light weight material
  - III. Car Parking at Ground Floor with accommodation for Security personal / caretakers
  - IV. Theme-based (Safety & Security / Sustainability / Smart Building concept)
  - V. Energy efficient & better usage of natural light
  - VI. Rain Water Harvesting system
  - VII. Lightweight, Fire-resistant & Environment – friendly building materials PWD (Peoples With Disability) as per Accessible India Campaign

- VIII. High grade rating for Electrical Fittings & Gadgets
- IX. Waste Recycling & Solar Energy Grid System
- X. Should follow the local building by-laws
- XI. All the guiding parameters should be verified by the Agency / Architect / Consultant at site
- XII. Services:
  - 1) Preparation of conceptual drawing (required site plan, adjoining roads, HFL, etc.)
  - 2) Preparation of detailed architectural drawings
  - 3) Preparation of structural design and drawings including supplying design calculations for RCC Building
  - 4) Preparation of Internal Electrification drawings
  - 5) Preparation of Internal Water Supply and Sanitary Installation Drawings
  - 6) Bill of quantities
  - 7) Submission of revised drawings, designs etc. incorporating modifications required during construction
  - 8) Preparation of detailed interior design & decoration drawings for the ASDMA Office Building
  - 9) Architects /Consultants will conduct periodical meeting & field visit along with the authority to monitor and evaluation of the project activities

**f) Office Accommodation details:**

- I. Reception / Information Desk
- II. Visitor's room: General (one) & VIP Lounge (Two)
- III. Officer's Chambers:
  - a) Chambers (Big- 18 ft x12 ft): 3 Nos
  - b) Chambers (Medium - 14 ft x12 ft): 5 Nos
  - c) Chambers (Small - 11 ft x10 ft): 8 Nos
  - d) Cubicles for staff: 30 Nos
- IV. Conference Facilities with proper acoustics:
  - (a) 80 People Capacity (One) with flexible furniture
  - (b) 25 People Capacity (Two)

**g) Other Amenities / Facilities:**

- i. Computer Server Room (Two)
- ii. Display Corner (IEC Material, Equipments, Installations, etc.), Library
- iii. Machine Room (viz. Xerox, Plotter, Master Printers, etc.)
- iv. Pantry with cooking facility
- v. Documentation Room
- vi. Interaction / Intern Room
- vii. Recreation Area (Table Tennis, Chess, Creative Corner, etc.)
- viii. Wash Rooms as per orientation layout of chambers, other rooms, etc.

- ix. Crèche for kids of ASDMA officials
- x. Locker Room for storing valuable documents like Tender Papers, Cheques, etc.

### **3. RFP Process:**

- i) The Authority is the Work Order issuing authority as relates to this RFP.
- ii) This RFP is illustrative in nature and all narrations are intended to be used by the applicant as a preliminary background explanation. This RFP does not necessarily contain all relevant information and the Authority reserves the right to amend its requirements or the information contained in this document at any time during the RFP process.
- iii) The Authority offer no warranties in regard to the information contained in this RFP and shall not be liable for any loss or damage as relates to this RFP for any applicant, potential applicant or any other third party arising as a result of reliance on this RFP's information or any subsequent communication.
- iv) If the Authority decides to select an applicant for the services, at that time a detailed Work Order will be issued to the applicant selected. This Work Order will not be made available until the selection of a successful applicant.
- v) Neither the RFP document nor any other related document shall constitute a contract or agreement with Authority.
- vi) The Authority reserves the right to disqualify any applicant who provides information which later proves to be incorrect, or which does not supply the information required by this RFP.
- vii) The Authority will not be liable for any costs of any applicant participating in this RFP.
- viii) The submission of a response to this RFP by any applicant or potential applicant confirms the applicant or potential applicant's acceptance of all terms and conditions of this RFP.
- ix) Respondents to this RFP or their agents may not make any contact with any party employed or directly associated with the Authority as relates to this RFP. Any clarifications and all information will be via e-mail only to [asdmaghy@gmail.com](mailto:asdmaghy@gmail.com)

### **4. INSTRUCTIONS TO APPLICANT**

#### **A. General Requirements**

- i) The response to RFP is required to address all technical requirements contained within this RFP.
- ii) Only proposals submitted strictly in accordance with the RFP Documents or as may be required by the Authority will be considered as valid proposals by the Authority.
- iii) The RFP is not an empanelment Order.
- iv) All information supplied by the Authority in connection with this RFP shall be treated as confidential.

## **B. Timetable**

The RFP timetable is given below. The Authority retains the right to vary or discontinue the process or any part thereof at its absolute discretion.

Activity	Date
Issue of RFP Document	20 <sup>th</sup> December, 2019
Deadline for Proposal submission	30 <sup>th</sup> December, 2019 (4.00 PM)

## **C. Submission of RFP**

- i) Potential Applicant must complete and sign the Undertaking at **Annexure A**.
- ii) Only one original form of proposal signed by the authorised signatory in ink is required by the Authority. No typed or pencil signatures will be accepted.
- iii) Applicants are required to submit one printed original hard copy of the proposal document and one electronic copy in Microsoft Word with the "Technical Proposal". The printed copy of the documents will be taken to be correct if there is any inconsistency between the versions.
- iv) The proposal submitted must be without any overwriting, corrections, double typing, etc.
- v) Applicant will submit their proposal in two parts. The first part will contain the Technical Proposal and the second part will contain the Financial Proposal.
- vi) The Technical Proposal should be submitted in a sealed envelope marked "Technical Proposal". The Financial Proposal should be submitted in a separate, sealed envelope marked "Financial Proposal".
- vii) The two sealed envelopes should then be submitted in one sealed envelope super scribed with the wordings "**Do not open**" and this envelope should be clearly marked "**Request for Proposal to prepare the design and estimate for ASDMA Office Building**".
- viii) The cover thus prepared should also indicate clearly the name, address and telephone number of the Tenderer to enable the Bid to be returned unopened in case it is declared "Late".
- ix) The Technical Bid and Financial Bid should be a complete document and should be bound as a volume separately. The document should be page numbered and appropriately flagged and contain the list of contents with page numbers. The deficiency in documentation may result in the rejection of the Bid.
- x) The sealed envelope containing the proposal must be received in the office of the Chief Executive Officer by **4.00 PM** on any working day up to **30<sup>th</sup> December, 2019**. Envelopes /documents received after the stated time and date will be rejected.

## **D) Preparation of RFP Document**

### **Technical Bid**

- i. The technical proposal will have the detailed design and estimate for ASDMA Office Building as per the TOR already stated at Point No. 2 above.
- ii. In the technical bid, the Tenderer is required to provide details of the key personnel (who are proposed to be deployed on Project) and clearly & identify the competencies that they bring with them on the project.

- iii. Details of the Team structure should be laid out in the technical bid with the CVs of all the listed personnel in a summary table
- iv. The tenderer is also expected to showcase their past experience in preparation of designs for multi-utility office buildings with green technology
- v. Presentation should include 3-D Modelling of floor plans, etc.

**Forms for Technical Bid is given at Annexures B, C & D.**

#### **Financial Bid**

- I. The Financial bid will be the cost of Preparation of the design & estimate as per the Terms of Reference (TOR). All the prices are to be entered in Indian Rupees INR (%age values are not allowed).
- II. It is mandatory to provide breakup of all Taxes, Duties and Levies wherever applicable and/or payable.
- III. Tenderer should provide all prices as per the prescribed format under this Form.
- IV. Tenderer should not leave any field blank. In case the field is not applicable, Tenderer must indicate "0" (Zero) in all such fields.
- V. All the prices are to be entered in Indian Rupees INR (%age values are not allowed).
- VI. It is mandatory to provide breakup of all Taxes, Duties and Levies wherever applicable and/or payable.
- VII. The final Financial Bid of the Tenderer shall be inclusive of all Taxes, Duties and Levies including GST, etc. prevailing on the date of tender.
- VIII. Authority shall take into account all Taxes, Duties & Levies for the purpose of Evaluation.

**The Financial Bid Summary Form is given at Annexure E**

#### **E) Period of Validity**

Proposals must remain open for acceptance for a minimum of **60 days**.

#### **5. EVALUATION OF PROPOSAL**

- 1) To meet the Authority's requirements, as spelt out in the RFP, the selected Applicant must have the requisite experience in providing services in the relevant fields specified for the entire period of the contract.
- 2) Evaluation criteria proposed to be adopted will be based on the Quality and superiority of the Technical Bid of the Tenderer. The evaluation would consist of following phases

***Phase I: Evaluation of Technical Bids***

***Phase II: Evaluation of Financial Bids***

***Phase III: Combined Evaluation of Technical & Financial Bid***

#### **Phase I: Evaluation of Technical Bids**

Part 1: In this part, the technical bid will be reviewed for compliance of the bids with the necessary technical requirements and TOR of this RFP.



Part 2: In this part, the technical bid will be analysed and evaluated based on specific experience of the tenderer, competence of key personnel, adequacy of the proposed approach and methodology and understanding the requirements of the Authority and prior credentials of the Tenderer as per the following matrix:

SI No	Bid Component	Weightage in Technical Score	Minimum Qualification Score
1	Understanding of the requirements of the Authority and related Committee Members	20	10
2	Presentation by the Applicant	20	10
3	Project Team, Project Management Consultancy (PMC) and experience of personnel deployed viz. Principal Architect, Architect, Structural Engineer, Electrical Engineer, Waste & Water Management Expert	30	15
4	Prior experience in similar projects	30	15

- In this part, the technical bid will be analyzed and evaluated and the technical bid marks ( $S_{tm}$ ) shall be assigned to each bid on the basis of following above evaluation matrix
- Each competency group will have Minimum Qualification Score and only those Technical Bids receiving marks greater than or equal to cut-off marks in each competency group will be eligible for consideration in financial bids. If required, the Authority may seek specific clarifications from any or all Bidder(s) at this stage. The Authority shall determine the Bidder that qualifies for the next phase after reviewing the clarifications provided by the Bidder(s).
- The bidder may be asked to make a presentation before the Committee to explain the points on the basis of which Technical bids will be evaluated.
- Technical Bid Score: The Technical Bid Score ' $S_t$ ' of the Bidder shall be derived as under

$$S_t = (S_{tm}/S_H), \text{ where}$$

$S_t$  is the Technical Bid Score

$S_{tm}$  = Total technical bid marks of the bid under consideration

$S_H$  = Highest total technical bid marks amongst all evaluated bids

- The Authority reserves the right to modify the evaluation process at any time during the RFP process, without assigning any reason, whatsoever, and without any requirement of intimating the Bidder of any such change. At any time during the process of evaluation the Authority may seek specific clarifications from any or all Bidder.

## Phase II: Evaluation of Financial Bids

In this phase, the Financial Bids of the Bidder, who are technically qualified in Phase II, shall be opened. Formula to determine the scores for the Financial Bids shall be as follows:

$$S_f = (F_L / F),$$

**Where**

$S_f$  is the Financial Score

$F_L$  is the value of lowest Commercial Bid

$F$  is the price quoted in the bid under consideration

## Phase III: Combined Evaluation of Technical & Financial Bid

- The Total score of the Bidder will be determined as under

$$\text{Total Score } (T_s) = (70 \times S_t) + (30 \times S_f)$$

- The Bid of the Bidder, who obtains the highest  $T_s$  value, will be rated as the best Bid. In the event of a tie, the bid with the highest technical score ( $S_t$ ) will be rated as the best bid. Beyond that, Authority will decide the matter in its full discretion.
- The Authority will award the Contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined as the best bid, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily. The Authority shall however not bind itself to accept the best bid or any bid and reserves the right to accept any bid, wholly or in part.

### 6) Right to Vary Scope of work at the time of Award:

The Authority may at any time, by a written order given to the Tenderer, make changes within the general scope of the Work. If any such change causes an increase or decrease in the cost of, or the time required for, the Tenderer's performance of any part of the work, whether changed or not changed by the order, an equitable adjustment shall be made in the agreed Price or delivery schedule, or both, and the Work Order shall accordingly be amended. Any claims by the Tenderer for adjustment under this Clause must be asserted within thirty (30) days from the date of the Tenderer's receipt of the Authority's changed order. Further, deviation of work in respect of sub-structure and super-structure will be governed by CVC Guidelines .

### 7) Right to accept any Bid and to reject any or all Bids:

The Authority reserves the right to accept any bid, and to annul the Tender process and reject any or all bids at any time prior to award of work, without thereby incurring any liability to the affected Tenderer or Tenderer or any obligation to inform the affected Tenderer or Tenderer of the grounds for the Authority's action.

**8) Notification of Award:**

Prior to the expiration of the period of bid validity, the Authority will notify the successful Bidder by e-mail or in writing, by registered letter that its bid has been accepted.

**9) Issuing the Work Order:**

At the same time as the Authority notifies the successful Bidder that its bid has been accepted, the Authority will send the Work Order, incorporating its requirements including the conditions laid down in the RFP. Within 7 days of receipt of the Work Order, the successful Bidder shall sign and date the Work Order and return a copy to the Authority as a token of acceptance of the requirements laid down.

**10) Performance Guarantee:**

The successful agency will execute a Performance Guarantee for 10 % of the total value of the contract in the form of a Bank Guarantee from a Nationalized Commercial Bank in an acceptable form. The Performance Guarantee should remain valid for a period of 60 days beyond the date of completion of the project.

**11) Confidentiality of the Document:**

This RFP is confidential and anything contained in this RFP shall not be disclosed in any manner, whatsoever.

**12) Ownership of Copyright:**

The Architects / Consultants shall not adopt the drawings, design or models of the project for any other project without prior permission of the Authority

**13) Rejection Criteria:**

Besides other conditions and terms highlighted in the Tender document, bids may be rejected under following circumstances:

- Incomplete bids that do not quote for the complete Scope of Work as indicated in the bidding documents, addendum (if any) and any subsequent information given to the Tenderer
- Bids providing information that are found to be incorrect/ misleading at any stage / time during the Tendering Process
- Technical Bid containing financial details
- Bids that reveal prices in any form or by any reason before opening the Financial Bid
- Bids not submitted in Two Bid systems in separate envelopes.
- Bids in which the total lump sum price quoted by the Tenderer is not inclusive of all taxes, duties, fees, levies, works contract tax and other charges
- Bids made through Telex /Telegraphic / Fax/E-Mail
- Bids which do not confirm unconditional validity of the bid for 90 days from the date of opening of bid
- Bids where prices are not firm during the entire duration of the contract and / or with any qualifications



- Bids that do not confirm unconditional acceptance of full responsibility of executing the 'Terms of Reference (TOR) of this RFP
- Bids in which the Tenderer seeks to influence the Authority's bid evaluation, bid comparison or contract award decisions

**14) Payment Schedule:**

Payment schedule will be as per the prevailing PWD (Bldg), Assam payment schedule and the payment will be made to the client on verification & recommendation by PWD (Bldg), Assam.

**15) General**

i) Tenderer shall not make any alteration / changes in the bid after the closing time and date. Unsolicited correspondences from Tenderer will not be considered.

ii) If at any stage of Tendering process or during the Work, any suppression / falsification of such information is brought to the knowledge of the Authority, the Authority shall have the right to reject the bid or cancel the Work Order, as the case may be, without any compensation to the Tenderer.

iii) The Tenderer shall be deemed to have complied with all clauses in the Tender under all the sections/chapters of the Bidding document, unless otherwise stated in the deviation statement. Evaluation will be carried out on the available information in the bid.

iv) Any other point, which may arise at the time of evaluation, will be decided by Authority for assessment of the bids.

**v) Other important Information**

- a) The Authority is not bound to accept the lowest or any tender or to assign any reason for non-acceptance. The Authority reserves its right to accept the RFP either in full or in part. Conditional Bids will be rejected outright.
- b) The Authority reserves the right to cancel the Empanelment Order of any Architects / Consultants in case of change in the procedures or unsatisfactory services.
- c) In the event of any dispute, the tribunals and courts in Guwahati will have the exclusive jurisdiction in respect of all matters pertaining to the agreement between the Architects / Consultants and the Authority.



**UNDERTAKING**

TO: The Chief Executive Officer  
Assam State Disaster Management Authority  
Assam State Secretariat  
Dispur, Guwahati

I/We \_\_\_\_\_

Of (insert business address)

\_\_\_\_\_

\_\_\_\_\_

Hereby submit our proposal in response to the Request for Proposal (RFP) for Updation of existing SDMP for the State of Assam and undertake to execute and complete the services as we will be reasonably required to be performed, in accordance with our proposal, the RFP requirements and the empanelment order to be issued by the Authority.

This RFP shall remain valid to be accepted by the Authority and shall not be withdrawn for a period of 60 days from .....2019.

I/We understand that the Authority reserves the right to accept / reject any application and the selection is at their sole discretion.

Authorized Signature

Name in full :

Agency Name

Title

Date



TECHNICAL BID

Form 1. Technical Bid - Bidder Services Spectrum

- In this section, the Tenderer is required to provide details:
  - To showcase understanding of the requirements of ASDMA
  - Any value added service provided by the Tenderer (Specify the value added services such as follow up service provided, assistance in execution & monitoring of design parameters and related estimates that the agency would offer to the Authority).



Form 2:

Technical Bid - Project Team and experience of personnel deployed

- In this section, the Tenderer is required to provide details of the key personnel (who are proposed to be deployed on Project) and clearly & identify the competencies that they bring with them on the project.
- Please also provide the details of the Project Team, Project Management Consultancy (PMC) and experience of personnel deployed viz. Principal Architect, Architect, Structural Engineer, Electrical Engineer, Waste & Water Management Expert
- Tenderer should provide detailed CVs of all personnel as listed above in the summary table

a) Detailed Team Structure



b) Summary Table for Key Personnel:

Name	Nationality	Position	Area of Expertise	Task Assigned

c) CVs of Key Personnel





Annexure D

**Form 3: Technical Bid – Prior Experience in Preparation of a Design & Estimate for multi-utility office buildings with Green Technology**

In this section the Tenderer is expected to showcase experience and credentials in the preparation of design & estimate for such buildings

A handwritten signature in blue ink, consisting of a stylized, cursive name followed by a horizontal line underneath.

## Annexure E

## Financial Bid for preparation of design and estimate for ASDMA Office Building

Sl.No.	Description	Value in INR
1	Professional Fees	
2	Out of Pocket Expenses	
3	Taxes on Professional Fee	
	a. Tax@ %	
	b. Tax@ %	
4	Taxes on Out of Pocket Expenses	
	c. Tax@ %	
	d. Tax@ %	
5	Miscellaneous Expenses 1 Miscellaneous Expenses 2 Miscellaneous Expenses 3 Miscellaneous Expenses ...	
6	Taxes if any on Miscellaneous Expenses	
	_____ Tax@ _ % _____ Tax@ %	
	Total Commercial Bid (In Figures)	
	Total Commercial Bid (In Words)	

