

# कार्यालय नगर पालिक निगम, भिलाई

// Schedule of Tendering Program // (3rd Call)

- 1- Issue of RFP document Date 09.09.2022 से 19.09.2022 को 05:30 बजे तक
- 2- Pre- RFP Meeting 20.09.2022 को 12:00 से 1.00 बजे तक
- 3- Last Date of Submission 22.09.2022 को 05:30 बजे तक
- 4- Date of Opening Technical RFP 23.09.2022 को 11:00 बजे
- 5- Opening of Financial RFP – Date Should be informed to the qualified applicants

कार्यपालन अभियंता  
नगर पालिक निगम  
भिलाई

**REQUEST FOR PRPOSAL (3<sup>rd</sup> RFP)  
FOR**

**“Appointment of consultant for feasibility study and transaction advisory services for appointment of developer to develop and operate Integrated Office and Commercial Complex at Sanjay Nagar, G. E. Road, Supela in the city of Bhilai (CHHATTISGARH) on PPP basis”**

**BHILAI MUNICIPAL CORPORATION**

**BHILAI, CHHATTISGARH**

**DETAILED REQUEST FOR PROPOSAL NOTICE**

**1. INTRODUCTION:**

MUNICIPAL CORPORATION BHILAI having its office, G.E. Road, Supela, Bhilai invites Request for Proposal (RFP) from the Applicants for “Appointment of consultant for feasibility study and transaction advisory services for appointment of developer to develop and operate Integrated Office and Commercial Complex at Sanjay Nagar, G. E. Road, Supela in the city of Bhilai” (CHHATTISGARH) (hereinafter referred to as “Project”).

The detailed Scope of Work for the Project is given under Section 2 of this RFP Document **i.e. Terms of Reference.**

2. The proposal should be submitted by eligible consultancy firm in two parts in two separate envelopes and put together in one single outer envelope/package. The two parts of the proposal are Part 1: Technical Proposal and Part 2: Financial Proposal.

**3. TENDERING PROGRAMME**

The Detailed Tendering Programme for the Project is as under:

**“Appointment of Consultant for Feasibility Study and Transaction Advisory Services for appointment of developer to develop and operate Integrated Office and Commercial Complex at Sanjay Nagar, G. E. Road, Supela in the city of Bhilai” (CHHATTISGARH) on PPP basis.”**

<b>Item</b>	<b>Date and Time</b>	<b>Venue</b>
Issue of RFP Document	09-09-2022 to 19-09-2022 during office hours on all working days from 9.00 am to 5.30 pm.	Municipal Corporation Bhilai, G. E. Road, Supela, Bhilai, Chhattisgarh
Last date for submission of RFPs/ Project Due Date (PDD)	22-09-2022 up to 17:30 hours	-do-

Opening of Technical Proposals	23-09-2022 at 11:00 hours, if possible	-do-
Opening of Financial Proposals	To be informed separately to the technically responsive applicants	-do-

4. Price of RFP Document: Rs. 5,000/- (Rupees Five Thousand Only) to be paid in the form of Demand Draft/Pay Order from any Nationalized/Scheduled Bank in favour of Commissioner Municipal Corporation, Bhilai payable at Bhilai. RFP document can be downloaded from website of UAD, Chhattisgarh and Bhilai Municipal Corporation and price of RFP Document shall be submitted in form of Demand Draft/ Pay Order along with Technical Offer.
5. Earnest Money Deposit: Rs. 1,00,000/-(Rupees One Lakh Only) in form Fixed Deposit/ Demand Draft/Pay Order from any Nationalized/Scheduled Bank in favour of Commissioner Municipal Corporation, Bhilai payable at Bhilai.

**Note:**

1. The applicants are requested to submit their offers only through SPEED POST and it must be delivered on or before the scheduled time and date. Offers received late due to any reason shall not be accepted.
2. In the event of last date of submission days being declared as holiday, the Proposal shall be submitted on the following working day. Proposal shall be submitted through Speed Post only. Proposals, which are reached delivered after the time and date noted above, will not be accepted.
3. The complete details of Request for Proposal can be seen/ downloaded from the website of UAD, Chhattisgarh and Municipal Corporation, Bhilai.

**Tender Document issued to M/s:**

---

**Commissioner  
Municipal Corporation Bhilai  
Bhilai**

<b>DETAILED RFP NOTICE.....</b>	<b>1</b>
<b>SECTION – 1 INSTRUCTION TO APPLICANTS.....</b>	<b>4</b>
1 Introduction .....	5
2 Eligibility Criteria .....	6
3 Requirement for submission of proposals .....	6
4 RFP Document Fees .....	6
5 Earnest Money Deposit (EMD) .....	7
Return of EMD of Unsuccessful RFP applicant .....	7
Return of EMD of Successful RFP applicant.....	7
6 Preparation of Proposal .....	7
7 Submission of Proposal .....	10
8 Basis for Award of Contract.....	10
9 Duties and Taxes.....	11
10 Proposal Validity Period .....	12
11 Evaluation of Offers .....	12
12 Language of RFPs.....	14
13 Signature of RFP applicant.....	14
14 Award of Contract.....	14
15 Notification of Award .....	14
16 Schedule of RFP Program.....	15
17 Successful Performance.....	15
<b>SECTION – 2 TERMS OF REFERENCE.....</b>	<b>16</b>
1. Background.....	17
2. Objective of the Assignment .....	17
3. Terms of Reference .....	17
4. Project Core Team .....	19
5. Deliverables, Time schedule and Payment Terms .....	20
6. Period of Services .....	21
7. Performance Security.....	21
8. Change orders.....	21
9. Contract Amendments .....	22
10. Force Majeure.....	22
11. Termination for insolvency .....	22
12. Termination for Convenience .....	23
13. Dispute Resolution .....	23
14. Project Abandonment .....	23
<b>APPENDIX – 1 FORMATS OF TECHNICAL RFP .....</b>	<b>24</b>
<b>APPENDIX - 2 FORMATS OF FINANCIAL PROPOSAL .....</b>	<b>33</b>
<b>APPENDIX - 3 FORMAT OF BANK GURANTEE.....</b>	<b>36</b>

**SECTION – 1 INSTRUCTION TO APPLICANTS**

**“Appointment of consultant for feasibility study and transaction advisory services for appointment of developer to develop and operate Integrated Office and Commercial Complex at Sanjay Nagar, G. E. Road, Supela in the city of Bhilai (CHHATTISGARH) on PPP basis”**

## **Introduction to Applicants**

### **1 Introduction**

Municipal Corporation Bhilai invites proposal from qualified and experienced consultancy firms for Feasibility Study and Transaction Advisory Services for appointment of developer to develop and operate Integrated Office and Commercial Complex at Sanjay Nagar, G. E. Road, Supela in the city of Bhilai (CHHATTISGARH) on PPE basis.

***The objective and the Terms of Reference are given under Annexure I.***

Cost of preparation of the proposal shall be borne by the applicant regardless of the outcome of the proposal. The proposal offered should contain all the work envisaged under the scope of work and those proposals giving only part of the work will be rejected.

At any time before the submission of the tender, Municipal Corporation Bhilai has the right to modify the objectives and the terms of reference either on its own initiative or in response to the clarifications requested by the applicants and such changes or modifications will be intimated to the applicants. Municipal Corporation Bhilai also reserves the right to extend the deadline for submission of the proposal or cancellation of the entire process as a whole without assigning any reason.

Prospective RFP applicant is allowed to withdraw the offer prior to the deadline prescribed for the submission, provided such withdrawal is communicated in writing to Commissioner Municipal Corporation, Bhilai before the deadline. All the proposals submitted shall remain valid for a period of 180 days after deadline proposed for receipt of the proposals.

The prospective applicants may seek any clarification in person from Project Cell, Municipal Corporation, Bhilai or at the time of Pre RFP meeting.

Any Private Limited Company/Public Limited Company/ Firm registered in India can submit offer/ RFP subject to satisfaction of eligibility criteria in terms of organization and experience.

## **2 Eligibility Criteria**

The applicants should satisfy the following minimum eligibility and only those who satisfy these criteria should submit the proposal with necessary supporting documents:

- Consultant Head Office must be located in the state of Chhattisgarh.
- Consultant should have registration under Micro, Small and Medium Enterprise Development Act, 2006.
- Consultant or involved professionals has experience of handling State Government or Central Government or Semi-Government or PSU completed projects of INR 40 Crore and above minimum 1 and INR 25 Crore and above minimum 02 projects.
- Consultant shall have received a minimum of Rs. 1 Crores per annum as professional fees during each of the two financial years preceding the project due date. For this purpose, the RFP applicant shall submit certificate from Chartered Accountant, certifying the Professional Fees received by the applicant for the last two financial years.
- Professional Team Members of Consultant must have 15 years of experience in handling of any project either jointly or in individual capacity.
- Consultant or professional team members of the consultants doing some other work in Bhilai Municipal Corporation either as same Legal entity or any other Legal entity and for different Scope of Work or Services can also participate in this RFP.
- In case of selection of applicant, the applicant shall bound to open its office at Bhilai along with all required infrastructure and resources.

## **3 Requirement for submission of proposals**

The proposal should contain all the information requested on both technical and Financial. The proposal should also be submitted along with the support documents which are required as evidence for the information furnished by the applicants.

## **4 RFP Document Fees**

Interested parties are required to purchase RFP document from the office of Municipal Corporation Bhilai on payment of **Rs. 5,000/- (Rupees Five Thousand only)** (non-



refundable) by way of Demand Draft/ Pay Order in favour of **Commissioner, Municipal Corporation Bhilai**; payable at **Bhilai**. RFP document can be downloaded from website of UAD, Chhattisgarh and Bhilai Municipal Corporation and price of RFP Document shall be submitted in form of Demand Draft/ Pay Order along with Technical Offer. Any Proposal without RFP Document Price shall be liable for rejection.

## **5 Earnest Money Deposit (EMD)**

The Interested Parties are required to submit along with the Proposal an Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One Lakh Thousand only) (refundable in case of unsuccessful applicants) in the form of Demand Draft (D.D)/ Pay Order or FDR from Nationalized/ Scheduled Bank; infavourof **Commissioner Municipal Corporation, Bhilai**; payable at **Bhilai**.

The D.D./ Pay Order or FDR for EMD must be enclosed in the envelope containing the Technical Proposal. Any Proposal without EMD shall be liable for rejection. The amount of EMD shall not carry any interest.

### **Return of EMD of Unsuccessful RFP Applicant**

The E.M.D. of the unsuccessful applicants shall be refunded to them without interest, after the award of work is finalized by Municipal Corporation Bhilai or after the date of expiry of Validity of offer, unless the validity of offer is extended by mutual consent.

### **Return of EMD of Successful RFP Applicant**

The E.M.D. paid by the Successful RFP Applicant shall be refunded to the RFP Applicant without interest, within 15 days from the date of submission of performance guarantee. The EMD shall be forfeited in case the RFP Applicant fails to sign the agreement.

## **6 Preparation of Proposal**

The RFP Applicant is expected to examine all terms and instructions included in the RFP document. Failure to provide all requested information will be at RFP Applicant's own risk and may result in rejection of the RFP Applicant's proposal.

Applicants shall submit their proposal with a covering letter enclosing the following in separate envelopes superscribed as given under against each Enclosure.

<b>Enclosure 1</b>	Technical Proposal (original and one copy) in separate sealed envelope and superscribed on the envelope as “Enclosure 1: Technical Proposal”. Please refer Format (I to IV) provided in the Appendix-1.
<b>Enclosure 2</b>	Financial (Price) Proposal (One copy only, in a separate sealed envelope) and superscribed as “Enclosure 2: Financial Proposal”. Please refer format provided in the Appendix-2.

Enclosure 1: Technical Proposal

The technical proposal to be provided by the RFP Applicant shall be prepared as per Format (I to IV) provided in the Appendix-1. The Technical Proposal shall contain the following:

❖ **Technical Proposal (in two copy) – Checklist of Information**

1. Letter for submission of proposal (As per Format I)
2. RFP Document Fee of Rs. 5,000/- (Rupees Five Thousand Only) (non-refundable) in the form of DD/ Pay Order from Nationalized/Scheduled Bank in favor of Commissioner Municipal Corporation, Bhilai payable at Bhilai in case the RFP document is downloaded.
3. Earnest Money Deposit of Rs. 1,00,000/- (Rupees One Lakh Only) (refundable in case of unsuccessful RFP Applicant) in the form of D.D/ Pay Order or FDR from Nationalized/Scheduled Bank in favour of Commissioner Municipal Corporation, Bhilai payable at Bhilai.
4. Board Resolution or Power of Attorney executed in favour of Authorized Representative of the Company to sign on behalf of the company/firm.(as per Format II)
5. A brief description of the firm/organization and an outline of recent experience on assignments/ projects of similar nature executed during the last 5 years. Project experience will not be considered unless it is accompanied by work order/ completion certificate from the Client. (As per Format III)
6. Curriculum Vitae (Resume) of the individual key staff members to be assigned to the work. (As per Format IV)

The applicants should ensure that they provide the following documents in support of their claims failing which the information submitted would not be evaluated.

1. Copy of Certificate of Incorporation.

2. Certificate from a Chartered Accountant certifying the Professional Fees received for the years under consideration.
3. CVs of the Key Personnel forming the Core Team as per Performa IV.
4. Completion Certificates / Work Orders/Agreements for the Experience claimed. The necessary proofs should be duly referenced to the experience claimed.
5. Any other additional information as may be deemed necessary by the RFP applicant.

**Note: All the pages of the technical Proposal must be numbered and reference to the relevant page number should be provided in the formats of submission.**

### **Presentation**

The RFP applicant will have to submit a presentation of the technical Proposal to Municipal Corporation Bhilai. The presentation shall cover in sufficient detail the appreciation of the project, proposed organizational structure, work program, implementation strategy etc. The objective of presentation is to evaluate the RFP applicant regarding their understanding and preparations for the assignment and get clarifications, if any, as required by Municipal Corporation Bhilai. The presentations are to be submitted in 1 hard copy and 1 Soft Copy in the form of PEN DRIVE. Municipal Corporation Bhilai may at its sole discretion even ask the applicants to make the presentation in person in which case the date & venue of presentation will be decided by Municipal Corporation Bhilai and intimated at least one week in advance.

### **Enclosure 2: Financial Proposal (in one copy)**

#### **A. Preparation of Feasibility Study Report, RFP Documents, RFP Process Management, Submission and Presentation to PPPAC and in-principle approval of same and Selection of Developer.**

The RFP applicant shall quote lump sum fee for this.

#### **B. Project Management Consultancy Services**

For the purpose of financial proposal the applicants shall quote lump sum fee for this part.

The Financial Proposal shall be submitted as per **Format** provided in Appendix-2.

The lump sum fee quoted by the Consultant for PART A will be paid by the developer to the consultant at the time of signing of the concession agreement with the Authority, however, Milestone payment as per Part- A shall be made by Municipal Corporation, Bhilai to the consultant

and recover the same from selected developer after award of contract immediately. Fee quoted for PART B will be equated into monthly installments over the proposed construction period by the developer and paid to the consultant by the developer.

## **7 Submission of Proposal**

The proposals containing the covering letter and all the details of the proposal as described under clause 6.3 and 6.5 will be submitted in two separate envelopes namely, “Technical RFP” and “Financial RFP”. The Technical offer shall be submitted in two copies whereas Financial offer in one copy. All the copies of the RFPs shall be placed together in outer envelope which shall be sealed and super scribed as “**Appointment of Consultant for Feasibility Study and Transaction Advisory Service for appointment of developer to develop and operate Integrated Office and Commercial Complex at Sanjay Nagar, G. E. Road, Supela in the city of Bhilai (CHHATTISGARH) on PPP basis.**”

If the envelopes are not sealed and marked as instructed, Municipal Corporation Bhilai will assume no responsibility for misplacement or pre-mature opening of the proposals submitted, which may lead to the rejection of the proposal.

The proposals complete in all respects should be sent through SPPED POST only so as to reach and delivered at the office of the Executive Engineer, Municipal Corporation Bhilai, Bhilai (Chhattisgarh) before 1730 hrs on or before 02-08-2022.

**The address where RFPs should be delivered to:**

**The Commissioner,  
Municipal Corporation Bhilai,  
G. E. Road, Supela, Bhilai (Chhattisgarh)**

RFPs received only through SPPED POST only will be acceptable. Municipal Corporation Bhilai shall not be responsible for any tampering, damage of sealed envelopes or missing documents from the envelopes if any.

The offers received by the deadline will be opened immediately after the deadline by the office except the “**Enclosure 2: Financial RFP**”. The date, time and venue for presentation will be notified to the individual applicants/ applicants separately.

## **8 Basis for Award of Contract**

The selection criteria for awarding of the contract for this work will be based on technical and financial evaluation of the offer made by the applicant/RFP applicant. The evaluation of technical proposal will be based on the Firm’s experience and the experience of the personnel.

Formats of submission for the evaluation are given in Annexure. The submissions without relevant supporting like mandate letter/ agreement/ completion certificate will not be considered for evaluation.

The Technical RFP Submitted by the RFP applicant shall be evaluated on the basis of evaluation criteria as mentioned below:

<b>Sr. No.</b>	<b>Description</b>	<b>Maximum Points</b>
A	Experience in handling of project by the Consultant or Team Member individually or jointly.	20
B	Firm/ RFP Applicant is registered as a MSME.	10
C	Head Office of the Firm/ RFP Applicant is located at Bhilai Municipal Corporation.	15
D	Qualification and Experience of the Relevant Key Personnel/ associated Consultant.	20
E	Professional Fee Received	5
F	Presentation	30
	<b>Total Marks</b>	<b>100</b>

**Total Marks = 100**

Municipal Corporation Bhilai will open “Financial RFP” of only those Eligible applicants who score **50 marks or more** out of 100 marks allocated for the “Technical RFP” on the above proposed marking system. Municipal Corporation Bhilai will return “Financial RFPs” unopened, of the applicants/ applicants not securing 50 marks or more out of 100 marks allocated for the “Technical RFP”.

#### **9 Duties and Taxes**

All duties, taxes and other levies payable by the applicants in respect of the transaction between the applicants and their vendors/sub-suppliers shall be included in the RFP price and no claim on this behalf will be entertained by Municipal Corporation Bhilai. All taxes, duties and levies in respect of the transaction between Municipal Corporation Bhilai and applicants shall be included in the RFP price.

## **10 Proposal Validity Period**

The RFP shall be kept valid for a period of one hundred eighty (180) days from the stipulated last date for submission of RFPs as mentioned hereafter. The overall offer including key personnel proposed for the assignment and applicants quoted prices shall remain unchanged during the period of validity. In case the RFP applicant withdraws, modifies or changes his offer during validity period, the Earnest Money Deposit paid by him shall be forfeited forthwith, without assigning any reason thereof.

## **11 Evaluation of Offers**

### **(a) Technical Proposal:**

Technical Proposals received and found valid will be evaluated by Municipal Corporation Bhilai to ascertain the best evaluated RFP in the interest of Municipal Corporation Bhilai. The Technical RFP received will undergo detailed evaluation as per marking system as mentioned under clause 8 of Section 1 above.

The RFP applicant should take enough care to submit all the information sought by Municipal Corporation Bhilai in the desired formats. In case of need, additional paper can be added. The RFPs are liable to be rejected if information is not provided in the desired formats. The technical RFPs will be evaluated out of 100 marks.

Municipal Corporation Bhilai will open "Financial RFP" of only those Eligible applicants who score 50 marks or more out of 100 marks allocated for the "Technical RFP" on the basis of marking system for Technical RFP as mentioned in clause 8 of Section 1. Municipal Corporation Bhilai will return "Financial RFPs" unopened, of the applicants/ applicants not securing 50 marks or more out of 100 marks allocated for the "Technical RFP".

Municipal Corporation Bhilai will examine the credentials of all Sub-Consultants proposed for this consultancy and those not found suitable shall be replaced by the applicant to the satisfaction of Municipal Corporation Bhilai.

### **(b) Financial Proposal:**

#### **A. Preparation of Feasibility Study Report and RFP Documents, RFP Process Management, Submission and Presentation to PPPAC and getting in-principle approval of same and Selection of Developer**

The RFP applicant shall quote lump sum fee for this part.

**B. Project Monitoring and Supervision**

The applicants shall quote lump sum fee for this part.

The Financial Proposal shall be submitted as per format V provided in Appendix II. Significant lack of clarity on any cost of item as called for above could lead to the RFP being rejected, if it hinders a uniform evaluation process, even if the RFP meets all other RFP applicant and technical criteria.

Those pre-qualified applicants who secure 50% marks or more in the technical RFPs shall only qualify for consideration of opening of financial RFPs. Financial RFPs of all qualifying applicants will be opened for which intimation will be given to all pre-qualified applicants who desire can remain present. The score on price quote will be calculated in the following manner:

The RFP with the lowest price for sum of Part (A) and Part (B) as per the Financial Proposal format will be awarded 100 points. The total score shall be out of 100. Financial scores ( $S_F$ ) of other applicants/applicants shall be inversely proportional to their quoted prices. The Formula used to calculate the financial scores will be:

$$S_F = 100 \times (F_m) / (F)$$

Where

$S_F$  = the Financial Score

$F_m$  = the sum of the price for Part (A) and Part (B) of the lowest priced proposal.

$F$  = the sum of the price for Part (A) and Part (B) of the proposal under consideration.

**(c) Weightage for Technical and Financial RFP:**

The technical RFPs submitted by the RFP applicant would carry a weightage of **70%** and the financial RFPs that will follow the technical RFPs would carry a weightage of **30%**.

RFPs will finally be ranked according to their combined technical ( $S_T$ ) and Financial ( $S_F$ ) scores using the weights as mentioned above.

Total score will be worked out by adding the weighted marks of technical and financial RFPs

$$S = S_T \times 70\% + S_F \times 30\%$$

Where

$S$  = Combined Score of the RFP applicant

$S_T$  = the Technical Score

$S_F$  = the Financial Score

Applicant /RFP applicant whose combined score (S) is the highest will be invited for negotiations.

**12 Language of RFP**

All information in the RFP shall be in English. Information in any other language shall be accompanied by its translation in English. Failure to comply with this shall disqualify a RFP. In the event of any discrepancy in meaning, the English Language copy of all documents shall prevail.

**13 Signature of RFP Applicant**

The RFP must contain the name, residence and place of business of the authorized person or persons making the RFP and must be signed by the RFP applicant with his usual signature. The names of all persons signing shall be stamped, typed or printed below the signature. RFPs by Corporation / company must be signed with the legal name of the Corporation / Company by the President / Managing Director or other person or persons authorized to RFP on behalf of such Corporation / Company in the matter. Significant evidence of authority of the person signing on behalf of the RFP applicant in the form of Power of Attorney shall be furnished with the RFP.

**14 Award of Contract**

Notification on Award of Contract for the Consultant will be made in writing to the successful RFP applicant by Commissioner Municipal Corporation Bhilai. The RFPs received and accepted will be evaluated by Municipal Corporation Bhilai to ascertain the best offer with due weight age to technical and financial RFPs, for the complete works / services under these specification and documents.

The selection of RFP applicant will be at the sole discretion of Municipal Corporation Bhilai and Municipal Corporation Bhilai reserves the right to accept or reject any or all the RFPs without assigning any reason. Municipal Corporation Bhilai reserves the right to call for additional information from the RFP applicants.

**15 Notification of Award**

The following will be the sequence of activities after issue of Letter of Award.

- Payment of Performance Security by the successful RFP applicant within fifteen (15) days from the date of issue of letter of Award.



- Signing of Contract agreement on non-judicial stamp paper of Rs.100 in the specified format of Municipal Corporation Bhilai with variation if any, within fifteen (15) days from the date of issuance of letter of award.
- Handing over and taking over of site for carrying out Project Monitoring Consultancy services.

**16 Schedule of Tendering Program.**

Issue of RFP documents	09-09-2022 to 19-09-2022
Pre-RFP meeting	20-09-2022 at 11:00 hrs.
Last date of submission	22-09-2022 till 17:30 hrs.
Date of Opening of Technical RFP	23-09-2022 at 11:00 hrs.
Opening of Financial RFP	Date shall be informed to the qualified applicants
<b>Note:</b> No offer will be accepted after the last date & time of submission.	

**17 Successful Performance**

If the corporation finds the performance of the selected consultant to be satisfactory, then the corporation will extend the appointment of the selected consultant on a retainer basis for other projects. The terms and conditions of such appointment will however depend upon approval from the house.

**SECTION – 2 TERMS OF REFERENCE**

## **Terms of Reference**

**“Appointment of consultant for feasibility study and transaction advisory services for appointment of developer to develop and operate Integrated Office and Commercial Complex at Sanjay Nagar, G. E. Road, Supela in the city of Bhilai (CHHATTISAGARH) on PPP basis”.**

### **1. Background**

Municipal Corporation Bhilai came into existence in the year 2000, when the erstwhile Special Area Development Authority (SADA) got the status of a Corporation. Municipal Corporation Bhilai having its office at, G. E. Road, Supela, Bhilai has been instrumental in providing various services and development of social infrastructure in the city of Bhilai. In its endeavour to provide world class integrated office premises to young professionals/ entrepreneur in the city of Bhilai, so that young talents can be retained at Bhilai. This project is based on Public Private Partnership Basis.

### **2. Objective of the Assignment**

- a. To carry out Feasibility study for development and operations of Integrated Office and Commercial Complex at Sanjay Nagar, G. E. Road, Supela in the city of Bhilai (CHHATTISAGARH) on PPP basis.
- b. To submit documents and make presentation to PPPAC and getting in-principle approval from the same.
- c. To Prepare RFP Documents/Concession Documents, RFP/RFQ and monitor the RFP process and assist Municipal Corporation Bhilai in selecting the Developer.

### **3. Terms of Reference**

#### **PART I**

##### **A. Feasibility Study, RFP process management and selection of developer**

- To conduct demand estimation and study at the identified location and study the prospective user of the premises.
- To prepare Master/Conceptual plan for the project as per prevailing Municipal Byelaws.
- To identify various revenue streams and projections for the same.
- To prepare projection of O&M expenses.
- Financial viability analysis, Ratio analysis, Break-even analysis.
- Project Structuring.

- Submission of documents and presentation to PPPAC and getting of in-principle approval.
- Packaging of Project for development by developers.
- Prepare Information Memorandum
- Preparation of documents for Request for Qualification (RFQ)/ Request for Proposal (RFP) for selection of developers.
- Evaluation of Request for Qualification and selection of qualified applicants for the next stage.
- Evaluation of proposals and assist Municipal Corporation Bhilai in selection of developer.
- Prepare concession/contract agreement/ Joint Venture Agreement as applicable for the project.
- Assistance in signing of the agreement with the selected developer including necessary documentation.
- All above activities shall be got approved from Commissioner, Municipal Corporation, Bhilai.

**B. Project Management Consultancy Services**

- To advise Municipal Corporation on the appropriateness of Architectural Drawing submitted by the Concessionaire and assist the corporation in approving the drawings.
- Ensure that Development is in accordance with approved plans, timelines, norms and volumetric constraints.
- Quality control and quality management
- Project monitoring and supervision

**PART II**

In case fund mobilization is required by the successful RFP applicant then the consultant shall carry out the financial closure for the successful RFP applicant, the fee for which will be separately negotiated between the consultant and the successful developer.

**Note:** The proposed construction shall be as per Green Building Code.

#### **4. Project Core Team**

The applicants/applicants shall provide the list of specialists in various fields supported by middle/junior level professionals. It is expected that the consultant shall provide following key personnel having requisite background and professional experience in the respective areas of specialization, except otherwise indicated as below

Details of the proposed team along with CVs to be provided strictly in the Format prescribed in Format IV. The proposed team should comprise the following experts besides other technical and support staff. All the CVs submitted should be clearly referenced. The consultant should also submit the manning schedule for the proposed team.

#### **Key Personnel**

Sr. No	Expert	No. of positions	Experience
1.	Team Leader	01	Chartered Accountant having atleast 15 years of experience in the field of project management, financial modelling, contracts administration and management including preparation of RFP documents, RFP evaluation reports etc. for projects.
2.	Finance Specialist	01	Chartered Accountant with atleast 12 years of experience in financial analysis and evaluation of infrastructure projects.
3.	Architect Planner	01	B.Arch. with at least 20 years of experience in planning / conceptual planning for Infrastructure/ Real Estate projects.
4.	Real Estate expert	01	Chartered Accountant having at least 10 years of experience in the real estate projects as advisor.
5.	Legal Expert	01	Bachelor Degree in law having at least 2 years of Experience of working as member of legal team involved in preparation of RFP documents, concession agreement.

The applicants/applicants are free to propose professional support staff as per the requirements of the assignment. Minimum three (3) Key persons used for the project shall be in employment/ engage as consultant with the RFP applicant at the time of submission of the proposal and the necessary documentary proof for the same shall be submitted at the time of submission of the proposal.

**5. Deliverables, Time schedule and Payment Terms**

<b>Sr. No.</b>	<b>Deliverables</b>	<b>Submission</b>	<b>Payment Due for the Deliverable</b>
<b>A</b>	<b>Preparation of Feasibility Study, getting in-principle approval from PPPAC, RFP Documents and RFP Process Management &amp; Selection of Developer.</b>		
(i)	Concept Plans and Feasibility Study Report	30 days from the date of approval from the authority.	15% of fee Quoted for Part A
(ii)	Getting in-principle from PPPAC	15 days from date of submission and approval from PPPAC.	35% of fee Quoted for Part A
(iii)	RFP Documents and Agreements	15 days from date of submission and approval of RFP documents and agreements from the authority.	25% of fee Quoted for Part A.
(iv)	Evaluation of RFPs and Selection of Developer	15 days from date of submission of RFPs for selection of developer.	25% of fee Quoted for Part A
<b>B</b>	<b>Project Management Consultancy Services</b>		
	To be given to the Consultants by the developer over a period of construction in equated monthly payments	Total payment to the Consultant should be completed before obtaining Completion Certificate from the Authority.	Fee quoted by the consultant to be equated into monthly installments over proposed construction period by the developer.

The Fee quoted by the selected consultant will be paid by the Successful developer in the form of Project Development Fee and mentioned in the RFP for selection of Developer, however, Milestone payment as per Part- A shall be made by Municipal Corporation, Bhilai to the consultant and recover the same from selected developer after award of contract immediately. The amount

will be payable by the successful developer at the time of signing of the concession agreement with the authority.

Submissions will be deemed approved if no response is provided by the authority on the same within 15 days.

## **6. Period of Services**

The appointment of consultant shall be for the period of 3 (Three) years from the date of agreement signed between the Municipal Corporation Bhilai and the Consultant.

## **7. Performance Security**

- Successful RFP applicant will have to execute an agreement on a Non-Judicial Stamp of appropriate value within a period of 15 days of receipt of order and deposit Performance Security which shall be 5% of the contract value, prior to signing of agreement.
- The Performance Security shall be in the form of DD/Pay Order/BG/FDR in the name of Commissioner Municipal Corporation, Bhilai.
- The Performance Security shall be for the entire project duration and shall be refunded after expiry of 6 Months of contract period/extended period provided there is no breach of contract on the part of consultant.
- Failure of the Successful RFP applicant to comply with the requirements shall constitute sufficient grounds for the annulment of the award and forfeiture of the Performance Security.
- Performance Security amount in full or part may be forfeited in the following cases:
  - When the terms and conditions of contract is breached.
  - When the RFP applicant fails to make complete supply services satisfactorily.
  - Notice of 7 days will be given in case of forfeiture of security deposit.
- Failure of the successful RFP applicant to comply with the requirement of the contract shall constitute sufficient grounds, to award the contract to the next lowest evaluated RFP applicant or call for new RFPs.

## **8. Change orders**

Municipal Corporation Bhilai may at anytime, by a written order give to the RFP applicant, make change within the general scope of the Contract. If any such change causes an increase or decrease

in the cost of, or the time required for, the RFP applicant's performance of any part of the work under the contract, whether changed or not changed by the order, and equitable adjustment shall be made in the Performance Security, Contract Price or delivery schedule, or both, and the contract shall accordingly be amended. Any claims by the RFP applicant for adjustment under this clause must be asserted within thirty (30) days from the date of the RFP applicant's receipt of the changed order of Municipal Corporation Bhilai.

## **9. Contract Amendments**

No variation in or modification of the terms of the Contract shall be made except by written amendment signed by both the parties i.e. the RFP applicant/ Municipal Corporation Bhilai.

## **10. Force Majeure**

- Notwithstanding the provisions of contract, the RFP applicant shall not be liable for forfeiture of its Performance Security, or termination for default, if any to the extent that, its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.
- For purposes of this clause, "Force Majeure" means an event beyond the control of the RFP applicant and not involving the RFP applicant's fault or negligence and not foreseeable. Such events may include but are not restricted to acts of the purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- If a Force Majeure situation arises, the RFP applicant shall promptly notify the Municipal Corporation Bhilai in writing of such conditions and the cause thereof. Unless otherwise directed by the purchaser in writing the RFP applicant shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all prevented by the force majeure event.
- The Municipal Corporation Bhilai may terminate this contract, by giving a written notice of minimum 7 days to the RFP applicant being unable to perform a material portion of the services for a period of more than 7 days.

## **11. Termination for insolvency**

- The Municipal Corporation Bhilai may at any time terminate the contract by giving written notice to the RFP applicant, without compensation to the RFP applicant, if the RFP applicant becomes bankrupt or otherwise insolvent provided that such termination will not



prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Municipal Corporation Bhilai.

#### **12. Termination for Convenience**

- The Municipal Corporation Bhilai may, by written notice to the RFP applicant, terminate the contract, in whole or in part at any time for its convenience. The notice of termination shall specify that termination is for the Municipal Corporation Bhilai's convenience, the extent to which performance of work under the contract is terminated and the date upon which such termination becomes effective.

#### **13. Dispute Resolution**

- If any dispute arises out of the contract with regard to the interpretation, meaning and breach of the terms of the contract, the matter shall be settled as per Arbitration and Reconciliation Act 1996 with its amendments from time to time.

#### **14. Project Abandonment**

In case the authority decides to abandon or shelve the project due to any reason whatsoever, the Authority shall pay to the Consultants the amount due till the last deliverable. The amount due in this case will be Payment Due for the Deliverable as mentioned in clause 5 above.

**APPENDIX – 1 FORMATS OF TECHNICAL RFP**

**Format-I**  
**Technical Proposal Submission Form**  
(On Company's letterhead)

FROM:

TO:

Sir:

**Subject:** Appointment of Consultant for Feasibility Study and Transaction Advisory for appointment of developer to develop and operate Integrated Office and Commercial Complex at Sanjay Nagar, G. E. Road, Supela in the city of Bhilai (CHHATTISAGARH) on PPP basis.

I/We \_\_\_\_\_ Consultant herewith enclose Technical Proposal for selection of our organization as Consultant for the subject assignment.

Yours faithfully,

Signature:

Full Name:

Designation:

Address:

Tel.: Nos. (O)

(M)

E-mail:

Fax No.:

**Checklist for Submission**

**I. Technical RFP (in two copies)**

1. Letter for submission of proposal (As per Format I)

**CHECKLIST**

2. RFP Document fee of Rs. 5,000 (Rupees Five Thousand Only) (non-refundable) in the form of D.D / Pay Order from Nationalized/Scheduled Bank in favour of Commissioner Municipal Corporation, Bhilai payable at Bhilai.
3. Earnest Money Deposit of Rs. 1,00,000/- (Rupees One Lakh Only) (refundable in case of unsuccessful RFP applicant) in the form of D.D/ Pay Order or FDR from Nationalized/Scheduled Bank in favour of Commissioner Municipal Corporation, Bhilai payable at Bhilai.
4. Power of Attorney executed in favour of Authorized Representative of the Company/ Firm to sign on behalf of the company/firm. (as per Format II)
5. A brief description of the firm/organization and an outline of recent experience on assignments/ projects executed during the last 3 years. Project experience will not be considered unless it is accompanied by work order/ completion certificate from the Client. (As per Format III)
6. Experience of the firm or professional associated in handling of State Government or Central Government or Semi-Government or PSU completed projects of INR 40 Crore and above minimum 1 and INR 25 Crore and above minimum 02 projects.
7. Curriculum Vitae (Resume) of the individual key staff / consultants members to be assigned to the work. (As per Format IV)
8. Presentation in Hard and Soft Copy
9. RFP documents, corrigendum, addendum and all other documents incidental thereto, duly signed and stamped on each page.

The applicants should ensure that they provide the following documents in support of their claims failing which the information submitted would not be evaluated.

1. Copy of Certificate of Incorporation.
2. Certificate from a Chartered Accountant certifying the Professional Fees received for the years under consideration.
3. Registration certificate of MSME.
4. Proof of Head Office in the state of Chhattisgarh.

5. CVs of the Key Personnel forming the Core Team as per Format IV.
6. Work Orders/Completion Certificates from the client for the Experience claimed. The completion certificates should be duly referenced to the experience claimed.

**Format II**

**(Format for Power of Attorney for Signing of the Proposal)**  
**(on Rs. 100/- stamp paper duly attested by notary public)**

Know all men by these presents, We \_\_\_\_\_ (name and address of the registered office) do hereby constitute, appoint and authorize Mr./ Ms. (name and residential address) who is presently working/ employed with us and holding the position of \_\_\_\_\_ as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental for Selection of Consultant for ----- (name of the Project) in ----- (name of state where project is to be carried out), including signing and submission of all documents and providing information/responses to ----- (name of the authority floating tender) in all matters in connection with our Proposal. We hereby declare that all acts, deeds and things done by our said attorney pursuant to this Power of Attorney shall always be deemed to have been ratified by us and done by us.

Dated this the Day of 2022

For (Name, Designation and Address)

Accepted \_\_\_\_\_ (Signature)

(Name, Title and Address of the Attorney)

Date: \_\_\_\_\_

Note:

1. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
2. Also, wherever required, the RFP applicant should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the RFP applicant.
3. A certified copy of the appropriate resolution/ document conveying authority to the person signing this Power of Attorney shall be enclosed in lieu of the Power of Attorney.

Note:

1. Any change in the Authorized Representative & Signatory should be informed to the -----  
----- (name of the authority/agency floating tender to be inserted).

**Format III**

**CONSULTANT'S ORGANIZATION**

1	Name of the Applicant Firm/ Company		
2	Ownership		
3	Contact Address:		
4	Name of the Contact Person		
5	Contact Number		
6	Email Address		
7	Date and Year of Incorporation		
8	Number of years of experience in consultancy services		
9	Number of permanent employees		
10	Number of Consultants engaged		
11	Professional Fee Received by the Firm:	Year	Amount (Rs. Lakhs)
		2020-2021	
		2021-2022	
12	Any other important information about the organization		

Note: In support of the information provided the RFP applicant shall enclose the following

1. Certificate of Incorporation
2. In case of Limited Company, a copy of the Memorandum of Association and Articles of Association
3. Work Experience Certificate.
4. The Professional Fee received must be given in Indian Rupees.
5. Audited Annual accounts during last 2 years
6. The Professional Fee received by the applicants/applicants shall be duly certified by a Chartered Accountant or alternately it should be supported by an Income Tax Return

/ Certificate from the Chartered Accountant certifying the Professional Fee received during the years under consideration.



**Format IV**

**Format of Curriculum Vitae (CV) For  
Proposed Key professional staff**

Proposed Position: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with Firm/Entity: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

\_\_\_\_\_

Detailed Tasks Assigned: \_\_\_\_\_

\_\_\_\_\_

**Key Qualifications:**

*[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]*

\_\_\_\_\_

**Education:**

*[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]*

**Employment Record:**

*[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience details, kindly provide types of activities performed and client references, where appropriate. Use about two pages.]*

---

**Languages:**

*[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]*

---

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, the data correctly describe me, my qualifications, and my experience.

\_\_\_\_\_ **Date:** \_\_\_\_\_  
*[Signature of staff member and authorized representative of the Firm/ Company]*  
*Day/Month/Year*

**Full name of staff member/ consultant:** \_\_\_\_\_

**Full name of authorized representative:** \_\_\_\_\_

**NOTE:**

1. The CVs should be self signed by the person.
2. Employment record and commitment should clearly spell out in detail the role and responsibilities for each of the assignments.
3. The Key person used for the project shall be in employment with the consultant at the time of submission of the proposal and the necessary documentary proof for the same shall be submitted at the time of submission of the proposal.

**APPENDIX - 2 FORMATS OF FINANCIAL PROPOSAL**

**Format**

**Financial Proposal Submission Form**  
(On Company's Letterhead)

FROM:

TO:

Sir:

Subject: Appointment of Consultant for Feasibility Study and Transaction Advisory Service for appointment of developer to develop and operate Integrated Office and Commercial Complex at Sanjay Nagar, G. E. Road, Supela in the city of Bhilai (CHHATTISGARH) on PPE basis.

I/We \_\_\_\_\_ Consultant are pleased to submit our Financial Proposal for the subject assignment.

**Part A: Preparation of Feasibility Study Report and RFP Documents, RFP Process Management, Submission & Presentation to PPPAC and getting of in-principle approval and Selection of Developer.**

Our lump sum fee for the Preparation of Feasibility Study Report, RFP Documents RFP Process Management, Submission & Presentation to PPPAC and getting of in-principle approval and Selection of Developer is Rs. ----- (Rupees -----  
- ----- (in words).

**Part B: Project Management Consultancy Services**

Our lump sum fee for Project Management Consultancy Services for the Project is Rs. -----  
.....(Rupees.....(in words).

The fee mentioned above is inclusive of all 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, i.e., one hundred and eighty (180) days from the last date notified for submission of the proposal.

We agree and are fully aware that for the purpose of award of consultancy work the total payment which shall be considered shall be sum of Part (A) and Part (B) for evaluation of the financial proposal.

Yours faithfully,

Signature:

Full Name:

Designation:

Address:

Tel.: Nos.

(O)

(R)

(M)

E-mail:

Fax No:

**APPENDIX - 3 FORMAT OF BANK GURANTEE**

**FORMAT**  
**FORM OF PERFORMANCE SECURITY**  
**(PERFORMAMANCE BANK GUARANTEE)**  
(Clause-7 of TOR)

The Commissioner,  
Municipal Corporation Bhilai  
Bhilai

WHEREAS

\_\_\_\_\_

[Name and address of Consultants] (Hereinafter called “the consultants”) has undertaken, in pursuance of Contract No. \_\_\_\_\_ dated \_\_\_\_\_ to provides the services on terms and conditions set forth in this Contract \_\_\_\_\_ [Name of contract and brief description of works) (hereinafter called the “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the Consultants shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Consultants such a Bank Guarantee;

NOW THEREOF we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Consultants up to a total of) \_\_\_\_\_ [amount of Guarantee] \_\_\_\_\_ [in words], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of \_\_\_\_\_ amount of Guarantee] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Consultants before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the services to be performed there under or of any of the Contract documents which may be made between you and the Consultants shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

The liability of the Bank under this Guarantee shall not be affected by any change in the constitution of the consultants or of the Bank.

Notwithstanding anything contained herein before, our liability under this guarantee is restricted to Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_) and the guarantee shall remain valid till \_\_\_\_\_. Unless a claim or a demand in writing is made upon us on or before \_\_\_\_\_ all our liability under this guarantee shall cease.

This guarantee shall remain in force and effect for a period of one year or until it is released earlier by The Corporation pursuant to the provisions of the Agreement.

Signature and Seal of the Guarantor \_\_\_\_\_ In presence of

Name and Designation \_\_\_\_\_ 1.

\_\_\_\_\_

(Name, Signature & Occupation)

Name of the Bank \_\_\_\_\_

Address \_\_\_\_\_ 2.

\_\_\_\_\_

(Name & Occupation)

Date \_\_\_\_\_