

Madhya Pradesh State Bamboo Mission
MP Forest Department

Government of Madhya Pradesh

REQUEST FOR PROPOSAL
FOR
Designing and building following bamboo structures at Madhyanchal,
New Delhi -
1) Bamboo barrack for security personnel
2) Bamboo gazebo

Madhya Pradesh

April, 2015

ISSUED BY:

Mission Director,

MP State Bamboo Mission,

74 Bungalows, Khel Parisar,

Bhopal 462003

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mpbamboomission@mpforest.org

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1. Letter of Invitation

Letter No. -----

Bhopal, Dated -----

Dear Sir/Madam:

Mission Director, Madhya Pradesh State Bamboo Mission, Government of Madhya Pradesh, Bhopal (the “Mission Director”) invites bids from Companies/Registered Firms/Registered societies for designing and building bamboo structures at Madhyanchal, New Delhi The details of the infrastructure and services required are given in the scope.

Please note that while all the information and data regarding this RFP is to the best of Mission Director’s knowledge accurate within the considerations of scoping the proposed project, the Mission Director holds no responsibility for the accuracy of this information and it is the responsibility of the Bidder to check the validity of data included in the document. The Bidder is allowed to provide any best data, design and concepts available with him/her which is fact based and related to this RFP.

The RFP is issued to the Bidder meeting the qualification and experience criteria mentioned in the RFP. RFP is also notified on our website <http://www.mpbamboomission.org>

Yours sincerely,

Mission Director,
Madhya Pradesh State Bamboo Mission,
Khel Parisar, 74 Bungalows,
Bhopal

2. Data Sheet

1	Name of the Tendering Authority: Mission Director, MP State Bamboo Mission
2	Method of Selection: Selection of the Bidders will be a 2 stage process. In the first stage the Bidders will be pre-qualified based on the selection criteria defined elsewhere in the document. The bids of only pre-qualified Bidders will be considered for opening of the Financial Bid. The Financial Bid which is found the lowest will ordinarily be selected as the agency for implementing the project.
3	Financial bid to be submitted along with the Technical Bid: Yes
4	A Pre-Bid Conference will be held: No
5	Mission Director/ Point of contact for any queries related to the RFP: Mission Director, MP State Bamboo Mission, 74 Bungalows, Khel Parisar, Bhopal 462003 E-mail: mpbamboomission@mpforest.org Phone: 0755-2555520/24 Fax: 0755-2555523 Website: http://www.mpbamboomission.org
6	Consortia: Consortiums are allowed with the conditions that the Company/Firm/Society forming a particular consortium will not be allowed to participate in other consortium and therefore a Company/Firm/ Registered Society will submit only one bid as consortium partner. Multiple bids with one Company making one consortium are liable to be rejected. In a consortium, one partner will be declared as the prime Bidder and should hold majority stake in the project which in any case will not be less than 26%. Not more than 3 consortium partners will be allowed in the single bid. The Bidders submitting offer under consortium must submit a Joint Bidding Agreement.
7	The Bidder must submit the original and one copy of the technical bid and one original copy of the Financial Bid
8	The Bidders are required to submit 3 envelopes, one labeled 'Technical Bid' the other labeled 'Financial bid' and the third labeled 'Bid Security'. All the three bids must be

	<p>sealed in one larger envelop and should be marked properly indicating the contents, "<i>Bid for (Title of Service) - Do not open except in presence of the Evaluation Committee</i>". The name of the Bidder submitting the bid must also be clearly indicated on the envelope.</p> <p>Each bid (Technical and Financial separately) shall be hard bound and serially numbered. Financial figures shall be laminated/covered with transparent adhesive tape.</p>
9	A Bid Security must be submitted : YES
10	<p>The Amount for Bid Security : Refundable</p> <p>Rs. 10,000 only (Rupees Ten Thousand only)</p>
11	Format for Bid Security: Demand Draft of Rs. 10,000 only (Rupees Ten Thousand only) drawn in favor of " Mission Director, MP State Bamboo Mission " payable at Bhopal or a Bank Guarantee.
12	Bid Security will be returned not later than 30 days from the date of opening of Financial Bids, except in case of the 2 Bidders quoting the lowest. Bid Security of the 2 nd lowest Bidder shall be returned on signing of the agreement with the selected Bidder. The selected Bidder's bid security shall be returned upon the Bidder signing the agreement. Bids not accompanied by the Bid Security shall be rejected.
15	Bids must be submitted no later than the following date and time: 28-07-2015 at 12:00 hours. Bid received after this time will not be entertained nor considered.
16	<p>Address for submission of the Bid:</p> <p>Mission Director,</p> <p>MP State Bamboo Mission,</p> <p>74 Bungalows, Khel Parisar,</p> <p>Bhopal 462003</p> <p>E-mail:</p> <p>mpbamboomission@mpforest.org</p> <p>Phone: 0755-2555520/24</p> <p>Fax: 0755-2555523</p> <p>Website: http://www.mpbamboomission.org</p>
17	Expected date for public opening of Technical Bid: On 28-08-2015 at 12:30 Hours.
18	Expected date for opening of Financial Bid of eligible Bidders: (to be notified).
19	Expected date for contract negotiations: (to be notified)
20	Expected date for commencement of services: (to be notified)
21	Cost of the Tender Document will be Rs. 1000(Rs One Thousand Only)/- in the form of a Demand Draft to Mission Director, MPSBM payable at Bhopal. This amount will not be refundable.

3. Introduction and Background

3.1 INTRODUCTION

MPSBM has been registered as a society in July 2013 under M P Societies Registration Act, 1973. The society shall function as the apex coordinating organization for implementation of the activities of the National Bamboo Mission in Madhya Pradesh and or any other project given to the society for its implementation. Objective is to develop a new line of bamboo products by bamboo artisans for national and international marketing (market), also to promote and facilitate traditional and nontraditional bamboo based artisans by developing their skills, increasing the supply of quality bamboo and availability of advanced tools and equipments.

Owing to its role as the nodal agency for bamboo promotion it has envisioned to develop bamboo based structures at the National capital to showcase the potential of bamboo to a larger audience. The project is developed in partnership with Madhya Pradesh Bhwan, New Delhi and MP Police Department.

3.1.1 Project Objectives

The main objectives of the proposed project are as follows:

- a. Studying the design promulgated by the MPSBM and add technical and aesthetic inputs to it and getting it approved by the Mission Director, MPSBM.
- b. Build the bamboo structures as approved by the Mission Director in the time period specified.

3.1.2 Project Overview

The bamboo barrack is intended to provide a shelter to the guards stationed at Madhyanchal, New Delhi. The bamboo based gazebo will display bamboo handicrafts from the State and also offer a retreat to the guests lodged at Madhyanchal. It would also exhibit the indigenous products that can be made from bamboo to a wider base.

4. Scope of Services

The selected bidder will have to undertake the following tasks :-

1. Design finalisation in accordance with the initial layout given in Annexure 1 and approval by the concerned authority.
2. Construction of bamboo barrack for guards as per the approved design.
3. Construction of bamboo gazebo as per the approved design.

5. TERMS AND CONDITIONS

1. The cost of Tender Form for the RfP is Rs. 1,000/- (Rupees One Thousand only) in the form of DD favoring Mission Director, MP Bamboo Mission, **payable at Bhopal** along with the Bid Security separately.

2. The Bidders are required to submit sealed Technical Proposal and separately sealed Price proposal. Two separately sealed envelopes containing 'Technical Proposal' and 'Financial Proposal' shall be kept in a third envelope. This envelope will be sealed and should be marked properly indicating the contents. The envelopes shall be super scribed as "Request for Proposal (RFP) for Designing and Building Bamboo structures at Madhyanchal, New Delhi– Technical bid / Financial bid" both in technical bid and financial bid respectively.
3. The technical bid must not contain any pricing information. If the technical bid contains any commercial information, the bid is liable to be rejected. In submitting additional information, please mark it as "supplementary" to the required response. If the Bidder wishes to propose additional services (or enhanced levels of services) beyond the scope of this RFP, the bid must include a description of such services as a separate and distinct attachment to the proposal.
4. The envelope for Financial Bid will contain Financial Bid for "Designing and building bamboo structures at Madyanchal, New Delhi".
5. A bid security of Rs 10,000 (Rupees Ten Thousand Only) has to be deposited by the Bidder in the form of Demand Draft (DD) drawn in favour of the Mission Director, MP State Bamboo Mission, Bhopal, payable at Bhopal. Tenders without bid security would be rejected. The deposited security amount will be returned through registered post to the unsuccessful tenders but retained in the case of successful tenders to be adjusted towards security deposit. The Bid Security should be enclosed in a separate cover along with the covering letter and tender cost and should not be enclosed within the technical / financial bid covers. The same will be checked at the time of submission.
6. Each proposal (Technical and Financial separately) shall be bound and serially numbered. Financial figures shall be laminated/covered with transparent adhesive tape.
7. Last date for submission of tender documents is 28-07-2015 by 12:00 hours.
8. The technical bids will be opened at the office of the Mission Director date 28-07-2015.
9. For opening of the financial bids of the qualified/shortlisted bidders, firms will be informed through Letter.
10. Specification/ brochures / literature describing the plan and lay out of the structures should be enclosed with the tender form wherever applicable, for all the equipments / materials.
11. Rates should be quoted per unit inclusive of all taxes, handling & transportation and installation charges.
12. Tender received after due date or time or if tender is not duly sealed and signed, it will be rejected.
13. Technical Committee may call for the presentation of the firms to select the best after opening Technical bid.
14. The Tender Committee reserves the right to reject any tender in part or full without assigning any reasons.

15. Payout Plan:

There are 2 components of total cost (Z) for the project, which are as follows:

50 % mobilization advance

25% after completion of structural work

25% after the receipt of certification

1. Cost of construction of bamboo barrack, let us say, this component as 'X'
2. Cost of construction of bamboo gazebo, let us say, this component as 'Y'

Therefore, $Z = X + Y$

Payment will be made in the following manner:

S.No.	Duration (Days after signing the contract)	Task performed by the Bidder
1.	Within 7 days of signing the contract	Mobilisation advance
2.	20 days of signing the contract	Construction of bamboo barracks
3.	60 days of signing the contract	Construction of bamboo gazebo

16. The Bidder will have to submit a Performance Bank Guarantee (PBG) as security deposit for a period of 2 years which will be 10% of the cost of "Z" quoted by the Bidder.
17. In case of any difference or dispute arising in connection with the tender the dispute will be resolved under the provision of Arbitration Act. For all legal proceedings the district court at Bhopal will have jurisdiction. The High Court Jabalpur will have jurisdiction in case of appeals.
18. Tender form duly completed in all respects should be accompanied by the following documents, where ever necessary.
 - Details of Registration of the Company/Firm/Registered Society.
 - Details of location of the firm & its service centre.
 - Details of after sales service where ever applicable.
 - Documentary evidence of being an authorized representative / supplier and dealer.
 - Catalogues showing the technological core competence of the supplier and their principles.
 - Details of the work done indicating the minimum turnover of Rs. 1.00 Crore per year, at least during last year with documentary evidence.
 - List of customers and their testimonials.
 - Any other document as may be necessary as per tender.
 - All the terms & conditions should be enclosed along with tender document
 - Details of Technical Man Power available with the firm.

6. CONTENTS OF BID

6.1 The bid should be submitted in two sets one original and one copy in the prescribed formats as under:

Technical Bid

FORM TECH-1:LETTER OF BID SUBMISSION with Power Of Attorney
FORM TECH-2:BIDDER'S ORGANIZATION AND EXPERIENCE
FORM TECH-3:DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN

Financial Bid

FORM FIN-1:FINANCIAL BID SUBMISSION LETTER
FORM FIN-2:FORMAT FOR FINANCIAL BID
FORM FIN-3: FORMAT FOR DETAILED COMPONENT WISE FINANCIAL BID

Standard Format for submission of the Bid are enclosed with this RFP

Brief description of the submission of the bid is given as under:

6.2 Transmittal Letter and Title Page

Include a transmittal letter containing a brief statement of the respondent's understanding of the work to be done and an indication of positive interest in performing this work for Mission Director.

6.3Table of Contents

Include a Table of Contents listing the various sections included in the bid.

6.4 Bid Contents

Each Bidder must include in the bid an Executive Summary that summarizes important features of the bid, brief description of the Bidder's approach to the scope of work, a description of the project team, and a description of how the proposed team meets the requirement set forth in this RFP. The Executive Summary should not be more than 2 to 3 pages.

6.5 Services and Work Plan

The bid should include a work plan describing the services, approach and methodology proposed for accomplishing the scope of work. The proposed phasing of the project should be discussed. The bid should be sufficient in detail to allow an objective analysis of the firm's capabilities and envisioned work plan in comparison with competing firms. Discuss the roles and responsibilities of the project team.

6.6 Power of Attorney

An authorized person of the firm shall sign the bid, on behalf of the firm. The Power of Attorney of the authorized person should be on stamp paper duly notarized or Board resolution should be submitted along with the bid. All necessary forms and statements for the various miscellaneous provisions explained in this document must be completed, properly signed, and submitted with the bid.

6.7Bid Validity Period

Bid Validity Period must be minimum **120 days** from the Bid Due Date.

7. Evaluation of bids

7.1 EVALUATION OF TECHNICAL BID (PRE-QUALIFICATION)

The technical bid of the Bidder will be evaluated based on the evaluation matrix. The evaluation of Technical Bid will be made on the basis of qualification and experience of the Bidder. The Bidder, who does not possess the required qualification and experience, will not be considered for opening of Financial Bid. Mission Director reserves the right to judge, appraise, and reject any or all bids. Each Bidder will be required to score at least 50 marks to qualify the technical evaluation phase.

EVALUATION SCORING MATRIX

The technical bid will be evaluated on a scale of 100 and the weightage for each criterion would be as follows:

S.No	Criteria	Marks
1	Past experience of the agency Construction of bamboo based structures- 20 Marks a. Construction of bamboo cottages/ gazebos <i>(The Bidder will get 10 Marks for construction of one such facility, for construction of 2 such facilities Bidder will get 20 marks)</i> b. Construction of bamboo barrack 20 Marks <i>(The Bidder will get 10 Marks for construction of one such facility, for construction of 2 such facilities Bidder will get 20 marks)</i>	40
2	Technical Expert for carrying out analysis at project site, available with the Bidder i) 20 Marks Project Manager - Experience of working with bamboo based structures 20 Marks ii) Civil Engineer/ Architect - B.Arch or B.Tech (Civil) with at least 3 years of experience in working in construction sector.	40 Marks
3	Financial strength of the company (Turnover of company over each of last three years) <i>Bidder will get 5 marks for minimum turnover of Rs. 1 Crore for last year. To avail total 10 Marks the Bidder should have minimum Turnover of Rs.2Crore and more in the past 3 years. The Bidder will have to submit audited Balance sheets for the year 2014-15, 2013-14, 2012-13</i>	10 Marks
4	Methodology and work plan proposed Presentation of work plan and methodology	10 Marks
Total Technical score		100

Bidders will have to score minimum 50 marks for qualifying the Technical Bid. The marks scored in Technical Bid will be added while evaluating Financial Bid.

7.2 EVALUATION OF FINANCIAL BID

The Commercial Bids of only the technically qualified Bidders will be opened for evaluation. The Mission Director will determine whether the financial bids are complete, correct and free from any computational errors and indicate correct prices in local currency (Indian Rupee).

The overall selection of the Bidders will be a For Quality and Cost based Selection (QCBS), the following formula will be used for the evaluation of the bids.

The Final scores will be calculated as:

$$Bb = 0.4 * Tb + (0.6) * (Cmin / Cb * 100)$$

Where

- i. Bb = overall score of bidder under consideration (calculated up to two decimal points)
- ii. Tb = Technical score for the bidder under consideration
- iii. Cb = Financial Bid Value for the bidder under consideration
- iv. Cmin = Lowest Financial Bid Value among the financial proposals under consideration

The bidder achieving the highest overall score will be invited for negotiations for awarding the contract. In case of a tie where two or more bidders achieve the same highest overall score, the bidder with the higher technical score will be invited first for negotiations for awarding the contract.

8. PRE-BID CONFERENCE

9. LAST DATE FOR SUBMISSION OF BID

Last Date for Submission of Bid 28-07-2015 up to 1200 hours. Mission Director will not consider any bids received late.

Technical Bid- Standard Forms

FORM TECH 1: LETTER OF BID SUBMISSION

[Location, Date]

Subject: Selection of Company/Registered Firm/Society for Designing and building bamboo based structures at Madhyanchal, New Delhi

Dear Sir,

We, the undersigned, offer to provide the job for Designing and building bamboo based structures at Madhyanchal, New Delhi in accordance with your Request for Proposal dated [Insert Date]. We are hereby submitting our Bid, which includes this Technical Bid, and a Financial Bid sealed under a separate envelope. We hereby declare that all the information and statements made in this Bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

Our Bid is binding upon us and subject to the modifications resulting from Contract negotiations.

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

Yours sincerely,

Authorized Signatory [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

FORM TECH 2: BIDDER'S ORGANIZATION AND EXPERIENCE

A - Bidder's Organization

- i. Experience of the Firm : Summary credentials specifying infrastructure projects (project titles and /or project overview) successfully awarded (India and overseas);

[Provide here a brief description of the background and organization of your firm/entity and each associate for this Assignment/job. The brief description should include ownership details, date and place of incorporation of the firm, objectives of the firm etc.]

B - Bidder's Experience

[Using the format below, provide information on each Assignment/job for which your firm was legally contracted either individually as a corporate entity or as one of the major partners within an association, for carrying out consulting Assignment/job similar to the ones requested under this Assignment/job (If possible, the employer shall specify exact assignment / job for which experience details may be submitted).]

S.No	Value of the project	Name of the consignee	Due date of completion/Delivery	Date completion/Delivery	Documentary evidence of client

FORM TECH 3: DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT/JOB

Technical approach, methodology and work plan are key components of the Technical Bid.

You are suggested to present your Technical Bid divided into the following two chapters:

- a) Technical Approach and Methodology,
- b) Work Plan

a) Technical Approach and Methodology (max 5 pages). In this chapter you should explain your understanding of the objectives of the Assignment/job, approach to the Assignment/job, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) Work Plan (max 5 pages). The Bidder should propose and justify the main activities of the Assignment/job, their content and duration, phasing and interrelations, milestones (including interim approvals by the Employer). The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan.

Financial Bid - Standard Forms

FORM FIN 1: FINANCIAL BID SUBMISSION FORM

[Location, Date]

-----,
-----,

Subject: Selection of Company/Registered Firm/Society for Designing and building bamboo based structures at Madhyanchal, New Delhi

Dear Sir,

We, the undersigned, offer to provide the job Designing and building bamboo based structures at Madhyanchal, New Delhi in accordance with your Request for Proposal dated [Insert Date]. Our attached Financial Bid is for the sum of [Insert amount(s) in words and figures]. We hereby confirm that the financial bid is unconditional and we acknowledge that any condition attached to financial bid shall result in rejection of our financial bid.

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

Commissions and gratuities paid or to be paid by us to agents relating to this Bid and Contract execution, if we are awarded the Contract, are listed below:

Name and Address of Agents	Amount and Purpose of Commission	Gratuity
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We understand you are not bound to accept any Bid you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

FORM FIN 2: FORMAT FOR FINANCIAL BID

S No.	Project name	Component	Cost of construction
1	Services for designing and building bamboo based structures at Madhyanchal, New Delhi	Construction of bamboo based barrack for guards	
		Construction of bamboo based gazebo	
Total project cost			

Authorized Signature:.....

Name:

Designation

Name of firm:.....

Address:.....

Annexure I

i) Layout of bamboo structures - Barrack

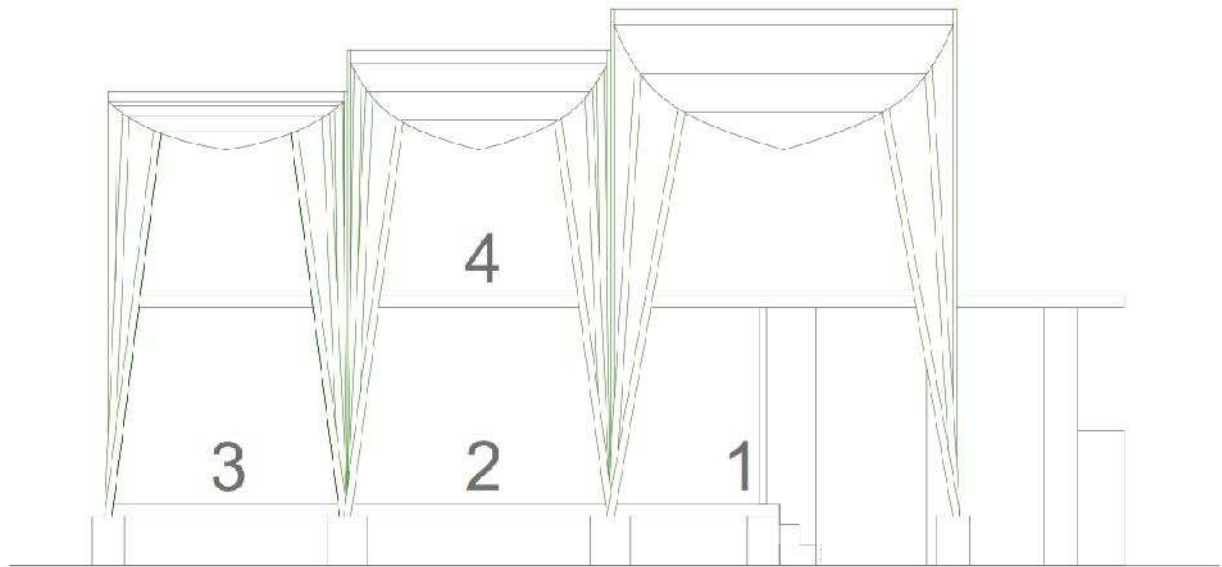


Figure 1 : Elevation of barrack

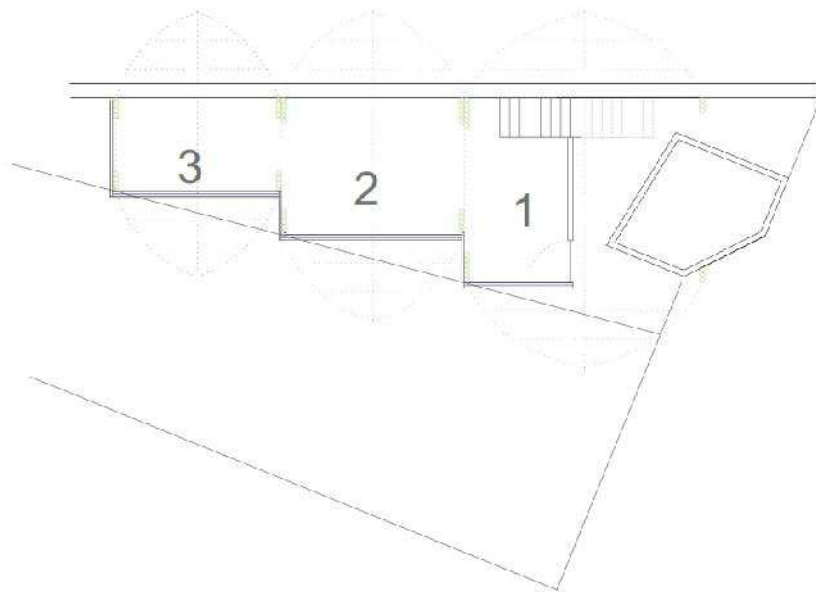


Figure 2 : Ground Floor of barrack

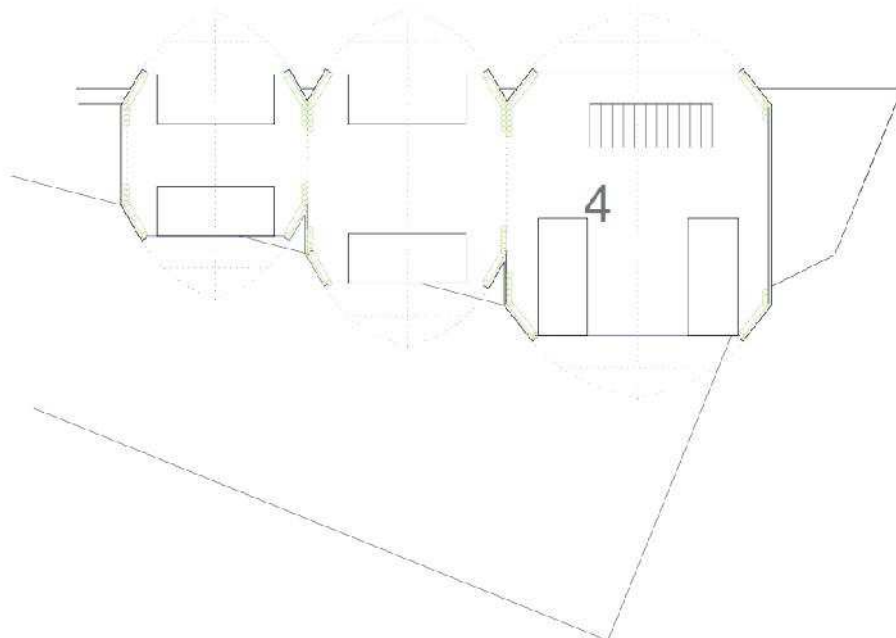


Figure 3 : First floor of barrack

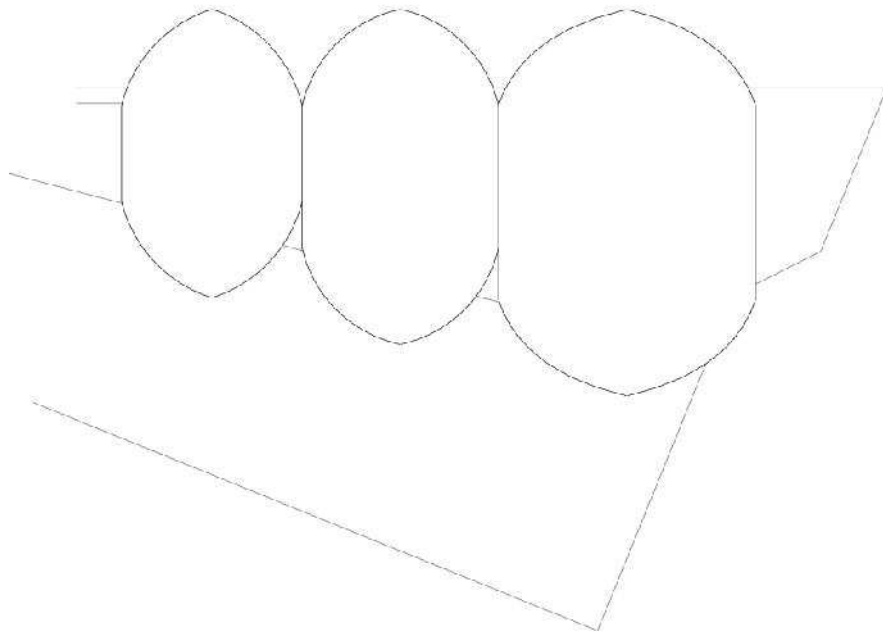


Figure 4 : Roof view of barrack

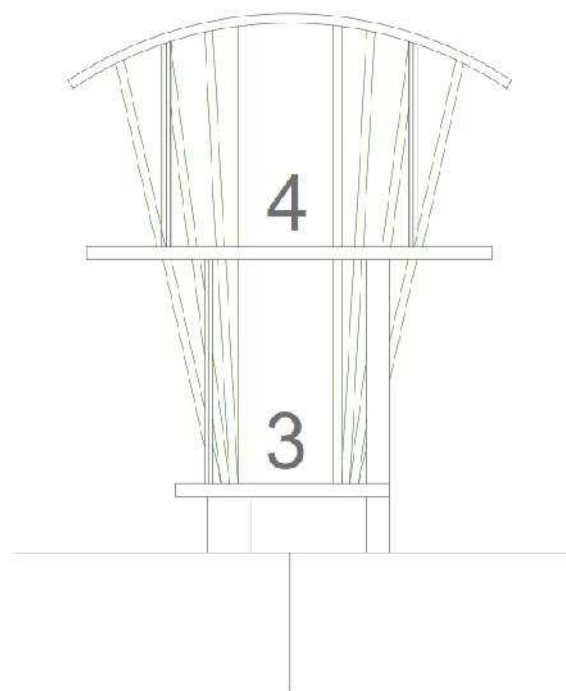


Figure 5 : Side section of barrack

ii) Bamboo gazebo

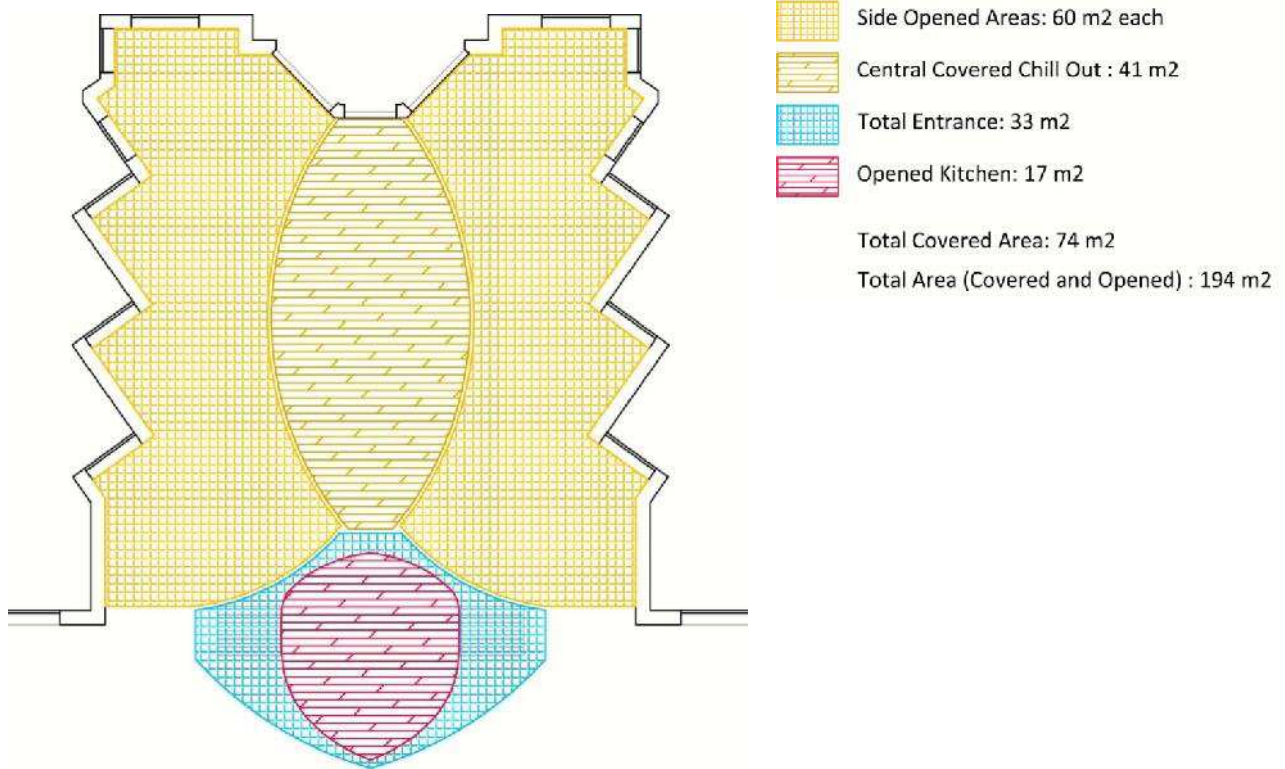


Figure 6 : Area statement of bamboo gazebo

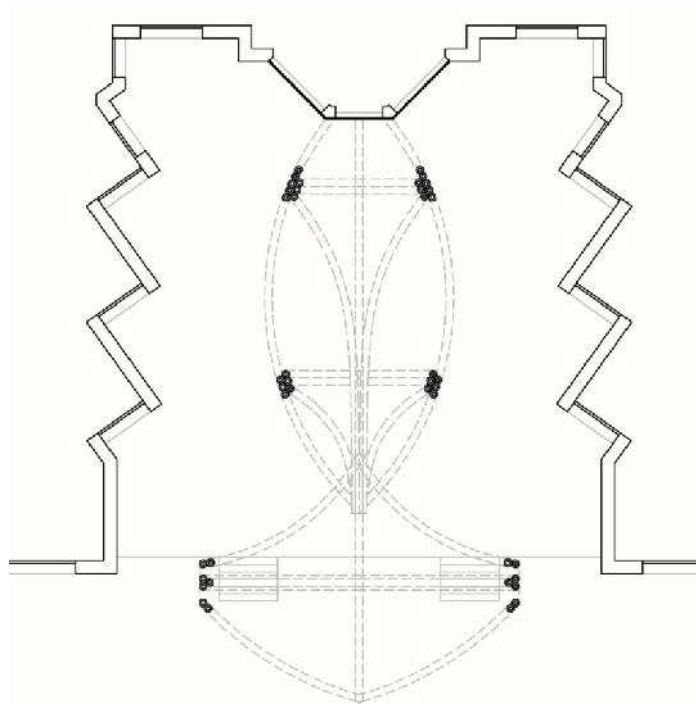


Figure 7 : Top view of gazebo