

**INVITATION**

**OF**

**REQUEST FOR PROPOSALS**

**for**

**Selection of Consultancy Firm to prepare Detailed Project Report, Request for Proposals and Monitoring of Implementation of the project for Illumination and Technology based Shows & Streetscape for beautification in Srimanta Sankardev Kalakshetra, Guwahati-21**

August2021



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DOCUMENT NO. SPV/GSCL/DEV/185/2021/21

GSCL invites EOI (REQUEST FOR PROPOSALS) from reputed Architectural Consultants/Consulting Firms empanelled with APWD (Assam Public Works Department)/ CPWD/Any other state PWD for engagement as a Consultant to provide Architectural Services, Preparation of DPR, RFP and Consultancy during Implementation of the projects for “Illumination and Technology based Show & Streetscape for beautification in Srimanta Sankardev Kalakshetra, Guwahati”. The last date for receipt of EOI is 15/09/2021 up to 15:00 hours. Details may also be downloaded from Guwahati Smart City Limited website i.e. [www.gscl.assam.gov.in](http://www.gscl.assam.gov.in) & [assamtender.gov.in](http://assamtender.gov.in)

### Minimum Eligibility

Only those Consultants / Consulting Firms who fulfill the following criteria should apply in response to this Invitation for EOI:

1. The bidder should have registration with Council of Architecture (COA) and should be empanelled with APWD/CPWD/Any state PWD.
2. The Bidder should have following experts (no.1-4) on its pay roll with proven past record of implementation of works of similar nature. However, for the Light & Sound Show expert position, Bidder may propose individual working as freelance consultant/ associated with other organization.

SI No	Position	Minimum Year of Experience	Qualifications	Documentary evidences to be submitted
1	Architect	10 Years in Architectural Works	M. Arch/ B. Arch	1. Qualification certificate 2. Experience Certificate issued by competent authority
2	Landscape Architect	10 Years in streetscape/ Beautification work	M. Arch	

		/landscaping works		
3	Civil Engineer	5 Years in Civil Works	BE/ Diploma in Civil	
4	Electrical Engineer	5 Years in electrical works	BE/ Diploma in Electrical Works	
5	Light & Sound Expert	10 years relevant experience in Light & Sound Show	Diploma/Graduate / Master in any discipline	<p>1. Qualification certificate</p> <p>2. Experience Certificate showing specific experience in successfully handling light &amp; sound show project. The certificate is to be issued by competent authority</p> <p>3. The bidder should have the experts on payroll or may propose individuals working with other organization with necessary supporting letters specifically for this project including Copy of Sealed &amp; Signed MoU between the Bidder &amp; the Individual/expert. In case the expert is associated with an organization, Bidder has to submit an NOC to be obtained from the employer of the individual for hiring his services</p>

3. The bidder should have an Average Annual Turnover of Rs. 30.00 Lac in the previous 3 (three) financial years viz. 2019-20, 2018-19 and 2017-18.
4. The bidder should be registered with EPF (Employees Provident Fund) and ESI (Employees State Insurance).
5. The bidder should have received a minimum of Rs. 25 Lac as professional fees in 3 (three) cumulative architectural consultancy projects in the last 5 (five) years.
6. The bidder should have successfully provided consultancy services (architectural, structural, electrical and all allied services) to a Government Department/ Institution for at least 1 (one) similar project from amongst Sound & Light Shows, Multimedia Shows, Laser Shows, Museums, Interactive Indoor Attractions, Architectural Lighting, Themed Dioramas of minimum project value Rs. 5.00 Crore in the last 7 (seven) years.

Prospective bidders are asked to submit details No.1-11 in the attached format along with supporting documents ( Refer checklist annexure IV).

### Selection Process

Financial Bids of the technically qualified bidders shall be opened and numbered L1, L2, L3, etc. starting from the lowest priced Financial Proposal to the highest priced Financial Proposal.

### Project Details

The project consists of

1. Illumination and Technology based Shows & Streetscape for beautification in Srimanta Sankardev Kalakshetra, Guwahati with an approximate Project Cost of Rs. 12 Cr (approx).
2. Development of Streetscape for Beautification at Srimanta Sankardev Kalakshetra, Guwahati with an approximate Project Cost of Rs. 5.12 Cr (approx).

## Technical Bid

The Technical Bid of each bidder should contain the following:

1. Letter of REQUEST FOR PROPOSALS in the prescribed format at Annexure-I.
2. Details of Projects handled as a consultant in the last 7 years as per Annexure- II.
3. Copy of PAN and GST registration.
4. COA registration and APWD/CPWD/Other State PWD Empanelment.
5. Profile of man power associated with the firm.
6. Audited Balance Sheets for the financial years 2019-20, 2018-19, 2017-18.
7. EPF and ESI registrations.

## Financial Bid

Bidders shall quote their consultancy fee as a percentage of the estimated project cost as per Annexure-III. The quoted amount shall be inclusive of all costs and charges. Deduction of IT will be made at the source at the time of payment and GST as applicable will be paid.

## Tender Processing Fee

A non-refundable fee of Rs. 2000/- (INR Two Thousand Only) shall be made towards the cost of tender processing fee through Internet Banking from State Bank of India (SBI) or any other banks listed at SBMOPS on <https://assamtenders.gov.in> or NEFT/RTGS in case of offline payment from any Bank.

## Earnest Money Deposit

Earnest Money Deposit is fixed at Rs50,000/-(Rupees Fifty Thousand only). It is to be deposited through Online mode. Exemption can be availed for MSME companies on production of documentary evidence in Bid.

### Instructions for Submission of Bids

Both Technical and Financial bid to be submitted online on [assamtenders.gov.in](http://assamtenders.gov.in).

### Time Schedule

Sl. No.	Activity	DateandTime
1.	Availability of bidding document	25.08.2021
2.	Starting Date for Submission of Queries Queries to be send through mail at <a href="mailto:mdsmartguwahati@gmail.com">mdsmartguwahati@gmail.com</a>	25.08.2021
3.	Ending Date for Submission of Queries	03.09.2021
4.	Date of Pre-bid meeting	04.09.2021
5.	Last date and time of submission of bid	15.09.2021
6.	Opening of Technical Bids	16.09.2021
7.	Opening of Financial Bids	To be intimated later

### Scope of Consultant's Services

The Consultant shall submit Designs, drawings, undertake Tender management and supervise construction phase for below mentioned works as per below mentioned phases.

### **Project Management Consultancy Services for Illumination and Technology based shows at Sankardev Kalakshetra, Guwahati entails following works:-**

1. Installation of Light and sound show using Spatial Augmented Reality Technology at Open Air Theatre (OAT) of Sankardev Kalakshetra.
2. Structural Modification to OAT including:-
  - a. Top Tier VIP Seating Area Construction
  - b. Food Stall & Amenities for Guests
3. Illumination of water bodies, landscape and existing structures with energy efficient smart lightings

#### 4. Additional Electrical & Civil Works

##### Design and Drawing Phase:

1. Preparation and submission of Inception report with indicative Drawings as per the scope listed above.
2. Survey, soil investigation and preparation of DPR including Architectural Plan, Working Drawings, Structural Drawings, Electrical Drawings, Water supply, sanitary, plumbing, drainage, sewerage and all necessary services drawings after incorporating the comments received from GSCL in consultation with Sankardev Kalakshetra committee on the inception report.
3. The Consultant shall submit detailed cost estimate with sufficient supporting documents for rates of items adopted (minimum 3(three) quotations required).

##### Tender Phase:

1. On approval of DPR by GSCL, the consultant will prepare the Request for Proposal (RFP) along with design drawings and Bill of Quantities & specifications.
2. To provide assistance to GSCL for Tender management in the E-procurement portal.
3. Prepare Technical bid evaluation report & present before the Bid Evaluation committee.
4. Prepare Financial bid evaluation report & present before the Bid Evaluation committee of GSCL.
5. Prepare Letter of Intent & Contract agreement.

Construction/ Execution Phase:

1. The consultant will examine and approve the drawings submitted by the bidder and place the same before GSCL. GSCL will issue go-ahead for construction accordingly.
2. The consultant will be responsible for all matters related to construction Supervision during execution of the project, quality check, measurement of work and recommendation of Contractor's bills.
3. Preparation of monthly progress reports within the first week of the following month and attending all construction committee meetings called by GSCL.

**Project Management Consultancy Services for Streetscape for Beautification at Sankardev Kalakshetra, Guwahati entails following works:-**

1. Seating Areas – by altering the existing Wall of the Sankardev Kalakshetra
2. Wall redevelopment along the streetscape
3. Footpath development
4. Landscaping
5. Innovative sculptures, permanent fixtures
6. Lighting
7. Arches on the Road
8. Murals on Walls

Design and Drawing Phase:

1. Preparation and submission of Inception report with indicative Drawings as per the scope listed above.
2. Survey, soil investigation and preparation of DPR including Working Drawings, Structural Drawings ,Electrical Drawings, Water supply, sanitary, plumbing, drainage, sewerage and all necessary services drawings after incorporating the comments received from GSCL on the inception report.

Tender Phase:

1. On approval of DPR by GSCL, the bidder will prepare the Request for Proposal (RFP) along with design drawings and Bill of Quantities.
2. To provide assistance to GSCL for Tender management in the E-procurement portal.
3. Prepare Technical bid evaluation report & present before the Bid Evaluation committee.
4. Prepare Financial bid evaluation report & present before the Bid Evaluation committee of GSCL.
5. Prepare Letter of Intent & Contract agreement.

Construction/ Execution Phase:

1. The consultant will examine and approve the drawings submitted by the bidder and place the same before GSCL. GSCL will issue go-ahead for construction accordingly.
2. The consultant will be responsible for all matters related to construction Supervision during execution of the project, quality check, measurement of work and recommendation of Contractor's bills.
3. Preparation of monthly progress reports within the first week of the following month and attending all construction committee meetings called by GSCL.

## Other Instructions

1. Delivery Schedule & Payment schedule will be followed separately for each of the projects: Light and Sound Show & Streetscape, as follows:-

Point .No.	Work Phase	Delivery Schedule	Deliverables	Fund released on completion of Work Stage as % of quoted price
1.	Design & Drawing Phase	T+ 1.5 months	1. Survey & Soil Investigation Report 2. Inception Report 3. Approved DPR	30%
2.	Tender Phase	T+ 3 months	1. RFP 2. Tender Management 3. Letter of Intent 4. Contract Agreement	35%
3.	Construction/ Execution Phase	Till Completion of Construction/Execution Works	Contract Management till completion	35% (In phased manner)

\*\* T = Date of Issuance of Work Order

Security Deposit @ 2.5% of the consultancy fee shall be deducted from each running account bill payable to the Consultant and retained. The Security Deposit shall be refunded to the Consultant without any interest 6 (six) months after the successful completion of the project. In case of non-satisfactory performance GSCL reserves the right to

forfeit the Security Deposit.

2. GSCL reserves the right to modify unilaterally any part of this document at any stage of the selection of the Consultant as per its own requirements.
3. All provisions in this document and future documents to be issued by GSCL in connection with this consultancy work are supplementary and complementary to each other and are not to be read in isolation.
4. The selected consultant has to sign an agreement with GSCL for rendering satisfactory services and completion of the project in a time bound manner as per a mutually agreeable format.
5. The Selected Consultant shall have to ensure strict compliance to the Conflict of Interest clause as mentioned in the Central Vigilance Commission Circular no. 08/06/11 dated 24<sup>th</sup> June 2011.
6. Prospective bidders are advised to survey the Sankardev Kalakshetra campus and familiarize themselves with the existing structures and the requirements to enable them to place an appropriate bid for the project.
7. Performance Guarantee Deposit of 2.5% of accepted Bid value to be deposited with GSCL in appropriate form. In case of non-satisfactory performance GSCL reserves the right to forfeit the Performance Guarantee Deposit.
8. The bidder who quotes the lowest price shall be considered as the most eligible bidder (L1 bidder).
9. Before signing of the contract agreement the L1 bidder shall submit the resource deployment plan along with their qualification and experience details. Contract agreement shall only be signed after approval of the resource deployment plan by GSCL.

## Disqualification

GSCCL may disqualify bids on account of but not limited to the following reasons:

1. If received after the last date and time of receipt of bid.
2. If the bidder disregards any of the terms & conditions of the bid.
3. If the bidder leaves any ambiguity in the calculation of the consultancy fee.
4. In case of receipt of conditional bids.
5. If the bidder provides any misleading information or conceals any information.

The decision of GSCCL in the matter of disqualification shall be final and binding, and no further correspondence shall be entertained from any disqualified bidder thereafter.

**Format for Letter of REQUEST FOR PROPOSALS (on bidder's letterhead)**

Reference:

Date:

To :

**Subject: Submission of Expression of Interest for providing Project Management Consulting services for "Illumination and Technology based Shows & Streetscape for beautification in Srimanta Sankardev Kalakshetra, Guwahati".**

Sir/Ma'am

We hereby submit our REQUEST FOR PROPOSALS (EOI) for Consultancy Services as explained in the Invitation for REQUEST FOR PROPOSALS for the aforementioned project. In support we submit all necessary information and relevant documents for our participation in the process of selection. We hereby submit our willingness to work on the project as detailed in the EOI.

We undertake to abide by the provisions laid down in this EOI and any other document issued by GSCL during the process of this assignment.

We declare that at the time of submitting this EOI, neither we nor any of our constituents have been barred or blacklisted by Central and/or any State Government Department / Agency of India.

Yours faithfully,

Signature of Authorized Representative of Firm with Seal:

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Name of Firm:

Type of Firm:

Name of Proprietor/ Director/

Partners :Address of Firm:

Contact number & e-mail ID:

Annexure-II

**Details of Projects handled as a consultant in the last 7 years  
(Applicable for completed projects only)**

Sl. No.	Name of Project	Name of Client	Project Cost	Date of Commencement	Date of Completion

Note: Documentary proof to be attached in the form of work orders and completion certificates issued by the respective clients/departments.

Signature with Seal of the Consultant:

**Format for Financial Bid (on bidder's letterhead)**

Only BoQ to be uploaded online.

### Checklist

Sl. No.	Documents Required	Documents Present (Yes/No)
1.	Registration with Council of Architecture(CoA)	
2.	Empanelment with APWD/CPWD/Any state PWD	
3.	Average Annual Turnover for 3 (three) financial years viz. 2019-20, 2018-19 and 2017-18 ( Audited Balance sheet)	
4.	EPF Certificate	
5.	ESI Certificate	
6.	Copy of PAN	
7.	Copy of GST registration	
8.	Professional Fees in last 3(Three) years meeting the minimum eligibility criteria- work orders issued by the respective clients/departments	
9.	Details of Projects handled as a consultant in the last 7 years as per Annexure- II	
10.	Letter of REQUEST FOR PROPOSALS in the prescribed format at Annexure-I.	
11.	Details of man power proposed for the assignment with all documentary evidences as per requirements listed SL no 2- Minimum Eligibility	

Signature with Seal of the Consultant: