**TECHNICAL BID FORMS**

# SECTION 10 BID FORMS

**ENVELOPE- A**

**BID FORM - 1: TECHNICAL TENDER PROPOSAL**

**PROJECT MANAGEMENT CONSULTANT FOR ARCHITECTURAL, ENGINEERING and CONSTRUCTION PROJECT MANAGEMENT SERVICES for Planning, Design, and Construction of Warehouse cum Training Centre at Vikhroli, Mumbai**

Bidders shall submit the Technical Proposal and Financial Offer based on the **RFP Section:5** in separate sealed envelopes as described below.

**Envelope A, Technical Proposal:** Include one (1) signed original copy, two (2) hard copies, and one (1) USB data key of the Technical Proposal in one sealed envelope, clearly marking “Envelope A-Technical Proposal.” Include EMD with Envelope A together with the Technical Proposal.

Prepare the Technical Proposal using MS Word. Please complete the checklist **and enclose all required documents.**

**TECHNICAL PROPOSAL CONTENT**

**1. About Project**

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| **1.0** | **Project Title** | **Project Management and Consultant Services for Warehouse and Training Centre Redevelopment, IRC Project.** |
| 1.1 | Planning to Start Project |  |
| 1.2 | Planning to Complete Project |  |
| 1.3 | Bidder or Firm Name |  |
| 1.4 | Firm’s Address with E-mail |  |
| 1.5 | The Firm’s Contact Person with e-mail and mobile number. |  |
| 1.6 | Additional Information |  |

**2. Bidder’s Profile:**

(Note: Overview of the Bidder’s firm(s), its history, organizational structure chart with roles and responsibilities, list of the names of the Proprietors, partners, and principals of the firm. To permit the Bidder to be evaluated thoroughly as a viable and sound enterprise, include the following information).

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| **2.1 About Firm** | **Explanation** |
| Firm Name |  |
| Firm Registration date |  |
| List of the partners or proprietors |  |
| **2.2 Gross Annual** | **Turnover** |
| Gross annual turnover of the consultancy fees in Indian Rs.  Attached the documents certified by the Charter Accountant. | 2022/23:  2021/22:  2020/21: |
| **2.3Organizational Structure Chart** | **Roles and Responsibilities** |
| Name of CEO or Head |  |
| Name of Senior Personnel |  |
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| **2.4** | **Please attached your firm or company profile documents.** |

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| **2.5** | **Organizational Structure in the Main Office** | |
| Sn | Description |  |
| 1 | Name and Address of the applicant:(Details of Main office with Tel & E-mail ID.) |  |
| 2 | The legal status of the applicant **(Attach copies of the original document defining the legal status)**   1. An individual 2. A proprietary firm 3. A firm in partnership 4. Limited company or corporation |  |
| 3 | Description of registration with the Government Authority (attach attested photocopy) if any |  |
| 4 | Names and titles of the contact person of the main office, along with a mobile number and email ID. |  |
| 5 | In which fields of Consultancy assignment does the applicant have specialization and interest? |  |
| **2.6** | **Organizational Structure in the Branch Office: Please provide details of the office** | |
| Sn | Description | Description |
| 1 | Name and Address of the applicant:(Details of Main office with Tel & E-mail ID.) |  |
| 2 | The legal status of the applicant **(Attach copies of the original document defining the legal status)**   1. An individual 2. A proprietary firm 3. A firm in partnership 4. Limited company or corporation |  |
| 3 | Description of registration with Government authority (attach attested photocopy), if any |  |
| 4 | Names and titles of the contact person of the main office, along with a mobile number and email ID. |  |
| 5 | In which fields of Consultancy assignment does the applicant have specialization and interest? |  |
| **2.7** | **Please add if you have any additional information.** |  |
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**3. Bidder’s Experience**

(Note: Clearly show your firm(s)’s recent and past five years’ experience on planning and design of disaster resistance, energy efficient and sustainable building projects with details as to dates, project value, location, owner, and owner’s representative, including contact information and the name of the Consultant’s staff that managed these projects.

Provide the names and telephone numbers of at least three clients associated with projects of a similar nature. In providing references, Bidders agree that the PIC can contact the individuals provided as part of the evaluation process.)

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| **3.1 Firm’s five years of significant experience: Please attach the project completion certificate or evidence.** | | | |
| **Project Name** | **Address** | **Project Cost** | **Description of Major Activities** |
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| **3.2 Similar Nature of Project Assignment Completed** | | | | |
| **Sn** | **Description** | **Project 1** | **Project 2** | **Project 3** |
| 1 | Name of project and location & estimated of works. |  |  |  |
| 2 | Address of the project site |  |  |  |
| 3 | Cost of Fees in Rs. Crores |  |  |  |
| 4 | Date of contract started |  |  |  |
| 5 | Stipulated date of completion |  |  |  |
| 6 | Actual date of completion |  |  |  |
| 8 | Name, email and contact number of Officer to whom reference may be made. |  |  |  |

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| **3.3 Any other information please add:** | |
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**4. Resources**

(Note: List of key staff proposed for this Project. Provide their professional qualifications, related experience, CVs, signed consent forms authorizing PIC to disclosure of personal information, the list of office tools, equipment, and transport.)

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| **4.1 List of Proposed Staff for the IRC Project** | | | | |
| Sn | Profession of the staff | Name and e-mail | Years Experience | Years Associated with the Firm |
| 1. | License Architect |  |  |  |
| 2. | License Civil Engineer |  |  |  |
| 3. | License Structural Engineer |  |  |  |
| 4. | License Plumber |  |  |  |
| 5. | License Electrical Engineer |  |  |  |
| 6. | License Surveyor |  |  |  |
| 7. | License Mechanical Engineer |  |  |  |
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| **4.2** | **Please attached the proposed staff’s short CV.** | | | |
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| **4.3** | **List of Office Equipment with Firm** | | |
| **Sn** | **Name of Equipment** | **Quantity** | **Condition** |
| 1 | 1. Hardware   * Computers * Plotters |  |  |
| 2 | Software (Mention the software will be used in this project along with license details. |  |  |
| 3. | Any other office equipment |  |  |
| **4.4** | **Any Additional Information** | | |
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**5. Work Plan and Deliverables**

(Note: Prepare a pragmatic work plan with key activities, and milestones considering the seasonal challenges, festivals, and national holidays **in a Gantt Chart**)

Clearly describe the following activities in the workplan with a deadline.

* Completion of the Planning Phase
* Completion of Design Development Phase
* Completion of Construction Tendering Phase
* Completion of Construction Phase
* Completion of Final Touch Worked Pointed Out by PIC
* Completion of Defects Liability Period Phase

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| **5.1** | **Prepare a Gantt Chart showing the activities mentioned above with deadlines.** |
|  | Attached the Gantt Chart |

**6. Method Statement**

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| **6.1** | **Explain how you will complete the planning, design, and construction as described in this RFP.** |
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| **6.2** | **Please outline various challenges, potential risks, and risk mitigation based on the current situation.** |
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| **6.3** | **What are the mitigations of risk and challenges, and what are your strategies for completing the project according to your work plan?** |
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**BID FORM - 2: REFERENCES**

PROVIDE MINIMUM TWO REFERENCES with your TECHNICAL PROPOSAL (**Envelope A**), in the following format.

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| **Reference 1** |

* Name of the Project:
* Owner of the Project:
* Contact Person:
* Email:
* Telephone No:
* Fax No.:
* Contract value of the Project:
* Project start date:
* Project completion date:
* Brief description of the work carried out:

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| **Reference 2** |

* Name of the Project:
* Owner of the Project:
* Contact Person:
* Email:
* Telephone No:
* Fax No.:
* Contract value of the Project:
* Project start date:
* Project completion date:
* Brief description of the work carried out: