



INDIAN INSTITUTE OF PUBLIC HEALTH GANDHINAGAR (IIPHG)

OPEN TENDER

Tender No.: IIPHG/Engineering/Tender/NH-PMC/2023-24/02-R

TENDER

FOR SELECTION OF

PROJECT MANAGEMENT CONSULTANT (PMC) FOR

CONSTRUCTION OF NEW HOSTEL BUILDING

AT IIPHG UNIVERSITY CAMPUS

Date for uploading Tender from n-Procure & IIPHG Website:

27th July, 2023

Cut of Date for downloading Tender from n-Procure & Website:

11th August, 2023

Last date for submission of Tender Bid: **18th August, 2023**
(up to 3:00 PM)

Indian Institute of Public Health Gandhinagar (IIPHG)

Opp. Air Force Head Quarters, Nr. Lekawada Bus Stop,
Gandhinagar – Chiloda Road, CRPF PO., Gandhinagar - 382042

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1. INTRODUCTION

1.1. Purpose of inviting tender

The campus of Indian Institute of Public Health Gandhinagar is located at Gandhinagar, Gujarat. To provide on campus accommodation facility to the students, IIPHG wants to construct a hostel building.

The purpose of this Tender is to hire the Project Management Consultant (PMC) for the Construction of Hostel Building at Indian Institute of Public Health Gandhinagar (IIPHG) University Campus.

The Tender submitted must only be in the format as mentioned in this document. Bidders are required to submit a detailed Proposal (20 pages max) clearly indicating Deliverable, Timelines and Budget. The Proposal received, will be reviewed by the designated Committee formed for this purpose at IIPHG.

1.2. About IIPHG.

Indian Institute of Public Health Gandhinagar (IIPHG) is India's first Public Health University formed under The IIPHG Act 2015 of Gujarat State. The Indian Institute of Public Health Gandhinagar (IIPHG) is working towards building a healthier India.

It's state-of-the art green campus is spread over 50 acres' land in Gandhinagar, Gujarat with world-class research facilities and laboratories.

The current infrastructure at IIPHG campus includes following buildings.

Sr. No.	Building	Floors
1	Utility Building	Ground Floor
2	Admin. Building	LGF + GF + 2
3	Dining and Library	G + 2
4	Hostel	LGF + GF + 6
5	Student Centre	GF + 1

IIPHG is offering Full Time Courses. Details of Courses being offered are as follows.

- Master of Public Health (MPH): 2 year full time course.
- Master of Hospital Administration (MHA): 2 year full time course.
- Post Graduate Diploma in Public Health Management (PGDPHM): 1 year fulltime course having nomination from State Government.

1.3. Key Dates

Schedule of Tender Processing (Key Dates)

	Tender Inviting Authority	Indian Institute of Public Health Gandhinagar (IIPHG) Opp. Air Force Head Quarters, Nr. Lekawada Bus Stop, Gandhinagar – Chiloda Road, CRPF PO., Gandhinagar –382042	
Sl. No.	Description	Date	Time
1.	Release of Tender on n-Procure, IIPHG Website and Tender Notice in local Newspaper	27 th July, 2023 (Thursday)	
2	Visit to IIPHG Campus	27 th July, 2023 (Thursday) to 3 rd August, 2023 (Thursday)	Only on working days of IIPHG. Between 10:00 AM to 4:00 PM. Only with prior appointment. For appointment, please email to tender@iiphg.org
3.	Last date for receiving queries, if any	4 th August, 2023 (Friday)	Up to 5:00 PM
4.	Response of queries received will be put on IIPHG website	7 th August, 2023 (Monday)	By 5:00 PM
5.	Cut of date for downloading Tender	11 th August, 2023 (Friday)	Up to 5:00 PM
6.	Last date for submission of Tender	18 th August, 2023 (Friday)	By 3:00 PM
7.	Opening of n-procure, Tender Box and Technical Bids (Authorized representatives of bidder may remain present for opening of Tender Box and n-procure)	18 th August, 2023 (Friday)	At 3:30 PM
8.	Intimation to the bidder who qualify in the Technical Bids	25 th August, 2023 (Friday)	
9.	Interview of Qualifying Bidders	29 th August, 2023 (Tuesday)	Time will be communicated to the qualifying bidders
10.	Opening of Financial Bids (Authorized representatives of Agencies may be present for opening of Financial Bids)	31 th August, 2023 (Thursday)	11:00 AM
11.	Issue of Letter of Intent/Award/Agreement	As per decision of IIPHG Management	

2. Eligibility criteria: The qualifying / eligibility criteria are given below:

- a) The bidder must have Permanent Account Number (PAN).
- b) The bidder must have Goods & Service Tax (GST) Registration.
- c) **Tender Fee:** The interested bidder will have to deposit Tender Fee Rs. 2,360/- (Rupees Two Thousand Three Hundred Sixty). This is non-refundable. The tender fee is to be submitted in form of **Demand Draft only**. Demand Draft should be in favour of “**Indian Institute of Public Health Gandhinagar**”, payable at Gandhinagar, Gujarat. **Tender Fee submitted in any other form will not be considered and the bid will be summarily rejected.**
- d) The bidder should have at-least **six (6) years** (Registered on or before 1st April, 2017) experience of providing Project Management Consultancy services
- e) The bidder should have completed at-least **Five (5)** construction projects related to office buildings, residential, commercial, hospital, institutional buildings etc. **The value of at-least one project should be Rs. 10/- crores, (including construction and all related costs). Submit work completion certificate issued by client, confirming name of the Project, type of project, total cost of the project, project completion date etc. The work completion certificate having only project area will not be considered i.e. mentioning project cost is must.**
- f) The minimum **average business income** of the last five (5) Financial Years ending on 31.03.2022 should be **Rs. 20,00,000/- (Rupees Twenty Lakhs only). Submit Copy of audited Profit & Loss Account and Balance sheet for the last 5 Financial Years (2017-18, 2018-19, 2019-20, 2020-21, 2021-22).**
- g) The bidder should have adequate number of technical staff including Team Leader, Structural Engineer, Project Engineer (Civil), Electrical Engineer or MEP expert engineer, etc., working with him for preparation of estimate, supervision of work, checking of bills etc. Submit details of the staff working with you.
- h) The bidder having registration with any one or more of the professional body like, Institution of Engineers (India), Gujarat Council of Professional Civil Engineers (GCPCE), Gujarat Institute of Civil Engineers and Architects (GICEA), Council of Architect (COA) or any other professionally recognized institutes, will be given preference.

3. Terms of References (TORs) / Scope of Work (SOW):

During the assignment, the Project Management Consultant will be responsible for completion of the below mentioned Terms of Reference (TOR) / Scope of Work.

Tentative details of the proposed Hostel Building are as follows.

- Approximate Construction Area: 4,600/- sq. meter
- Approximate Floors: Ground Floor + Five Floors
- The proposed hostel building should be similar to that of existing hostel with suggested changes (double occupancy accommodation, etc.).
- Given details are tentative and may vary as per requirement of IIPHG. IIPHG has sole discretion to amend the given requirement.

3.1 Scope of Services

The Project Management Consultant shall be responsible for entire project including supervision of execution & implementation of works at site, Co-ordination with Contractor and design team at all stages, taking measurements and checking contractor's bills, handing over the completed works to IIPHG on its completion.

The scope of work for the PMC is follow:

Day to day supervision of execution of Construction works at site through contractors, to do quality control and carry out all necessary tests as per Tender terms & specifications along with maintaining all records/Registers as per IIPHG norms or as directed by IIPHG, Contract Administration, taking measurements and checking bill of contracts, handing over completed works to IIPHG and attend to all arbitration / litigation cases for the project till their conclusion.

3.2 Detailed Scope of Work

3.2.1 Award of Work Stage

- Verification and finalization of the concept drawing and design shared by the Architect.
- Verification of detailed specification, BOQ, detailed architectural working design, estimate of the cost to invite tender.
- Verification of the tender document for selection of Civil works contractor.
- After issuance of letter of Acceptance / Letter of award, and on its acceptance by the selected bidders, the Project Management Consultant shall check and finalize contractor's detailed programme of activities commensurate with the tender provisions, requirement of labour, materials.

The Project Management Consultant shall also review the Design Consultant's detailed programme of activities (if any); and shall prepare a Master Project Schedule that coordinates and integrates the design efforts/schedule with construction schedules; update the Project Schedule incorporating a detailed schedule for all activities of the Project, including realistic activity sequences.

- The Project Management Consultant shall assemble multi-disciplinary construction management team as approved by IIPHG and have preliminary interaction with the contractor's Project Team on behalf of the IIPHG to initiate all preliminary actions and mobilization.
- The Project Management Consultant shall have an office and provide adequate Technical and non-technical staff as per project requirement and furnish the list of officials who will be deployed for the project along with their professional qualifications specified in the Tender. As and when asked, the Project Management Consultant shall prepare a Project Budget and cash flow statement as soon as major project requirements have been identified, and update the same periodically for the IIPHG's approval and suggest corrective actions in case of significant variances.
- Verification / vetting of Structural design prepared by the structural designer of the Architect appointed for the project shall be carried out by PMC. The PMC shall employ the Structural Engineer in-house / Out-sourced, with minimum 10 years of experience in R.C.C. structural design and having minimum M. Tech. (Structure) qualification.
- The PMC shall have to get approval from IIPHG before assigning the work of vetting of structural design, by submitting the CV of the structural engineer to whom he wants to employ. The structural engineer shall have to verify the structural design calculations right from the loading, footing design and all the RCC components of the building structure. He shall have to carry out this verification with the prevailing design IS standards and shall have to see that the structural design is adequate and economical. The structural designer shall have to certify all the structural drawings duly signed and each structural drawing. Consultant shall issue the vetted structural drawings good for construction thereafter to the contractor. The structural engineer of the consultant architect shall carryout the corrections in the Structural design as per the instructions of the Structural Engineer of the PMC. No delay in compliance shall be allowed. Overall responsibility of the structural design shall be of both Structural Engineers of design consultant architect and Structural engineer who verifies the structural design.

3.2.2 Construction Stage

- The Project Management Consultant shall ensure that the works are executed at site strictly as per the approval granted by IIPHG and the terms and conditions of the Contract Agreement entered between IIPHG and the respective Contractors, within the given time frame & budget provisions.
- The Project Management Consultant will be required, during the construction phase to provide the field supervision and sufficient technical assistance (staff) for check on quality control of the work at site. For this purpose, the Project Management Consultant shall have to post their Quality Control Engineer at the site of work and provide the agreed necessary and adequate technical staff for supervision and exercising adequate and constant day to day technical supervision over the construction including giving layout, its checking, checking requirements of materials, plant, machineries, and equipment and their procurement in time, conforming to approved specifications and accepted standards and as per Tender Terms. Submission of Daily progress report, monthly progress report as per the directions of IIPHG, including maintaining necessary site records in Registers, containing data in support of the same, carrying out field tests on materials, structures etc. and obtaining necessary approvals thereon and maintaining adequate records thereof and checking the bill for payment to the Contractors including recommendation of extension applications, extra items, variation statements, quality control check for running & final bills etc., on the forms prescribed by the IIPHG.
- The Project Management Consultant shall endeavor to avoid extra items/ substituted items and deviations. However, in unavoidable circumstances extra items / substituted items, deviations, necessary statement duly supported by justification and analysis of rates shall be submitted by the Project Management Consultants. The Project Management Consultant should ensure that the case is put up for IIPHG's approval early enough so that in no case construction work suffers on this account. As regards grant of time extension cases, prior approval of IIPHG should be obtained by Project Management Consultants.
- Complete day-to-day supervision of Construction activity ensuring quality in accordance with tender specifications, drawings/levels and site conditions. The quality control will be exercised at all stages of construction, viz. approval of materials, inspection of equipment, usage thereof in proper proportions and workmanship at all stages of execution of individual items of work along with maintaining all necessary records and registers as per tender terms and IIPHG's circulars.

- Ensure proper establishment of Testing laboratories / quality control equipment on plant/site by contractors to conduct tests on materials/mixes being used for construction works. Essential equipment's should be got calibrated periodically. The Project Management Consultant shall maintain necessary site records and obtain data in support of the same. They shall carry out field and laboratory tests on materials of construction as well as partially or completed works. and maintain adequate records thereof.
- Suggesting modifications, if any, due to site conditions and submit the recommendations along with cost variations on account of the same to IIPHG for approval.
- Liaise with IIPHG, Architect for this work and other consultants (if any) to ensure regular and timely flow of working drawings/instructions so as to complete the works without any delay on account of the same.
- Co-ordinate between the contractors & conduct meetings (Monthly Review meetings) at the project site with Contractors, Architect and Consultants (if any), record and distribute minutes of meeting to the all concern.
- Verification and recommendation for payment of contractor's periodic or stage wise bills for the work done and material/plant advance, recording joint measurement of work for certification of the bills that the work is in accordance with the design, quality and specifications etc. and maintain necessary site measurement records and other site records which are made available to IIPHG for verification/authentication if required by IIPHG.
- The Project Management Consultant shall be responsible for assessing, verifying and sending replies to the day-to-day issues raised by the contractors during the execution of work or after completion of the work. However, in case of any claims with financial implication, approval of IIPHG shall be obtained. The Project Management Consultant shall work as conciliator in the event of any dispute arising between the parties before the matter goes to legal forum. The Project Management Consultant shall assist IIPHG in dealing with all Arbitration/litigation cases either with Arbitrator or with any other Court of Law till its conclusion.
- The Project Management Consultant Shall Review & monitor safety measures taken by contractors regularly.
- The Project Management Consultant shall collect and deliver to IIPHG any specific written warranties or guarantees given by others, including all required trade contractor guarantees and warranties.
- Overall, The Project Management Consultant will take care Quality and Quantity of the all assigned works and supervise by them as well as they have to carry out all necessary Tests as per Tender terms &

Specifications/keep records of all hidden measurements and to maintain all necessary Registers.

- The Project Management Consultant is also responsible to issue notices for defects (if any) to the contractor during the execution or at any time during Defect Liability Periods (DLPs) for each work and has to follow up for rectification of such defects and also have to verify the rectification of the same. A certificate shall be issued mentioning that the contractor has successfully completed the DLP work as per tender terms.
- After completion of work and finalization of bill, PMC has to issue quality assurance and confirmation letter for respective areas.

3.2.3 Completion Stage and Handing Over Stage

- Obtain and submit all the records from the Design Consultant, Architect and the records of any changes made in the works during the progress of works and submit adequate number of completion reports and completion drawings for the project, prepared by the contractor/ Design Consultant incorporating all such changes, duly authenticated as required for obtaining 'Completion Certificate' from statutory authorities, wherever required.
- Obtain **“As built drawing’s”** of all service works from Design consultant and submit to IIPHG for record.
- Verification of work on its completion and issuing completion certificates (virtual as well as actual) for the completed works, so as to enable IIPHG to record completion of the works.
- Verification by taking and recording joint measurements of the final bill to be submitted by the contractors, process and recommend as per the terms and conditions of contract agreement for release of final payment by IIPHG and attend to the observations/queries raised while processing the same for payments by IIPHG.
- Project Management Consultant shall also submit necessary information as required by IIPHG for finalization of accounts.
- The Project Management Consultant shall maintain complete documentation and render all technical services as may in any way relate to or arise out of the construction of the said work as have been entrusted to the Project Management Consultant by IIPHG. The completed works shall be handed over by the Project Management Consultant along with the necessary documentation in pre-determined phases, to IIPHG. Consultant shall also promptly attend to any defects / deficiency noticed by IIPHG in the completed works within the scope of work of execution without delay and shall get these rectified by the concerned Contractor.

3.2.4 Staff requirement for the project:

Minimum staff requirement for the project is as follows:

Sr. No.	Staff	Qualification	Remarks
1	Team Leader / Project Manager	B.E. Civil with minimum 10 years of work experience of working with PMC	01 person Throughout project
2	Structural Engineer	M. Tech. (Structure) with minimum 10 years of work experience	As per requirement
3	Project Engineer / Site Supervisor	B.E. Civil with minimum 5 years of work experience of working with PMC	01 person Throughout project
4	MEP Engineer	B.E. Electrical Engineer with minimum 5 years of experience of working with PMC	As per requirement

The staff deputed at IIPHG site should not be changed till completion of the project. If case the staff deputed at IIPHG site leaves, the PMC will make proper replacement with prior approval from IIPHG. The staff leaving the site can be relieved only after proper replacement is done.

The Project Engineer / Site supervisor should be regularly available on the site.

4. INTEREST FREE SECURITY DEPOSIT

Selected Project Management Consultant will have to pay **Rs. 50,000/- (Rupees Fifty Thousand only)** towards Security Deposit. This Security Deposit will be Interest Free and will be returned within 30 days of receipt of Building Use (BU) Permission.

5. PAYMENT SCHEDULE

IIPHG will make payment to selected Project Management Consultant, on receipt of Invoice with all necessary supporting documents as follows:

Sr. No.	Stage	Payment Terms
1	On finalization of the concept drawing and design.	1 st Instalment: 5% of Contract value
2	Submission of detailed specification, BOQ, detailed architecture working design, estimate of cost to invite tenders	2 nd Instalment: 5% of contract value
3	On completion of Civil Work (In proportion to payment being made to Civil Work Contractor)	3 rd Instalment: 5% of contract value: On Selection of Contractor
4		4 th Instalment: 25% of the contract value: when the construction reaches RCC Frame Structure including masonry and plaster work done
5		5 th Instalment: 20% of the contract value: on completion of MEP services in Building work.
6		6 th Instalment: 20% of the contract value: On completion of the finishing work in the building
7	After receipt of as-built drawings, BU Permission, other Govt. Approvals and release of B.G. and S.D. to the executing contractor.	7 th Instalment: 10% of the contract value
8	After successful completion of Defect Liability Period of the agency	8 th Instalment: 10% of the contract value

6. GUIDELINES FOR SUBMITTING PROPOSAL

6.1. Preparing the Technical Proposal

The bidder is required to submit a Technical Proposal and a separate Financial Proposal.

6.1.1. Technical Proposal Submission Format:

The Proposal should follow the format given below (but not necessarily limited to the following) and should be in English and formatted on standard A4 paper with single space, 12-point font Times New Roman

and each page numbered consecutively. The proposal should capture the following information, with a maximum of 20 pages including references.

6.1.2. Organization profile

- a. Name and address of the Organization.
- b. Year of establishment.
- c. Legal status of the Bidder: whether bidder is proprietorship firm, partnership firm, registered company etc. and details there of (e.g. – name(s) of proprietor, partners, Managing Directors, Chief Executive Officers, key authorized person)
- d. Principal nature of activities undertaken.
- e. Organizational structure
- f. Communication details of the Bidder: mailing address, telephone and fax numbers, email address, etc.

6.1.3. Past Experience

- a. Past experience documents. Enclose copy of work completion certificate issued by the client confirming name of the Project, type of project, total cost of the project, project completion date etc.
- b. Name and addresses of institutions/organizations for which the Bidder has been providing similar service. (Indicate key person's name and contact details of such institutions/organizations).
- c. Reference letter for satisfactory services, for current and past contracts.

6.1.4. Financial Status of the Bidder

- a. Total revenue and expenditure of the Bidder for the past five fiscal years.
- b. Copy of audited Profit & Loss Account and Balance sheet for the last 5 financial years (F.Y. 2017-18, 2018 – 19, 2019-20, 2020 – 21, 2021 – 22) in support of the Financial Status.

6.1.5. Tender Fee

The interested bidder will have to deposit Tender Fee Rs. 2,360/- (Rupees Two Thousand Three Hundred Sixty). This is non-refundable. The tender fee is to be submitted in form of Demand Draft only. Demand Draft should be in favour of

“Indian Institute of Public Health Gandhinagar”, payable at Gandhinagar, Gujarat. Tender Fee submitted in any other form will not be considered and the bid will be summarily rejected.

6.1.6. Income Tax Details

Whether the organization is exempted from Income Tax? If yes, please furnish the exemption certificate number and date up to which exempted. A copy of exemption certificate is to be attached.

If no, furnish PAN/TAN/GST number, the copy of the latest Income Tax returns and assessment order.

6.2. Preparing the Financial Proposal

- a) The Financial Bid should be given as per the specification and items mentioned in the attached Financial Bid.
- b) The Financial Bid should cover the entire cost of the requested services, including personnel to be involved, their time commitment, travel cost, material cost including stationery, printing, communication cost, equipment cost, institutional overhead and all the related costs.
- c) Filled GST Declaration Form and GST Details Form
- d) The applicable taxes should be shown separately.
- e) The Financial Bid will be evaluated only if the bidder qualifies based on the assessment of the Technical proposal.

6.3. Submission of Bids

The submission of bid will be Offline or Online (n-procure) mode, the agency can adopt any one, suitable mode:

- a. **Offline:** The Bidder shall submit a sealed cover consisting of Technical Proposal (with Tender Fee) and Financial Proposal (in two separate sealed envelopes) with a clear label for each:
 - i. **Technical Proposal (with Tender Fee)**, super scribing on the right hand side top of the cover as “Technical Bid” (2 copies).
 - ii. **Financial Proposal**, super scribing on the right hand side top of the cover as “Financial Bid” (2 copies).
- b. **Online:** The bidder shall submit their offer in electronic format on website, after digitally signing the same. Offers which are not digitally signed will not be accepted. The tender fee shall be submitted in original in the office of IIPHG, during

office hours till the last date of submission of the bids.

- c. All the pages of the Technical and Financial Proposal shall be duly signed by the Authorized Signatory of the Bidder before submission. Corrections, if any shall be counter signed.

6.4. General Instructions and Terms and Conditions

- a. The proposal along with all the correspondence and documents exchanged by the Bidder and IIPHG shall be written in English language.
- b. **Amendments to the Tender:** The designated committee at IIPHG reserves every right to amend any of the tender conditions or a part thereof, before the last date for the receipt of the Tender, if necessary. Amendments, if any, would be put on the website. The decision of extending the due date and time for the submission of Tender documents on account of amendments will be the sole discretion of IIPHG.
- c. **Reserved Rights:** IIPHG reserves the following rights with regard to this Tender:
 - (i) To cancel this Tender at any stage without assigning any reason.
 - (ii) To disqualify any Applicant(s) based on Applicant(s) failure to follow solicitation instructions
 - (iii) IIPHG reserves the right to waive any deviations by Applicants from the requirements of this solicitation that in IIPHG's opinion are considered not to be material defects requiring rejection or disqualification; or where such a waiver will promote increased competition;
 - (iv) Extend the time for submission of all Tender responses after notification to all Applicants;
 - (v) Terminate or modify the Tender process at any time and re-issue the Tender to whomever IIPHG deems appropriate;
 - (vi) IIPHG reserve the right to select and negotiate with those applicants it determines, in its sole discretion, to be qualified for competitive proposals and to terminate negotiations without incurring any liability;
 - (vii) IIPHG reserves the right to negotiate the fee or issue an award based on the initial evaluation of Applicants without discussion;

- d. No proposal shall be accepted unless it is properly sealed. The bidders shall not be allowed to fill in or seal their proposal at the IIPHG office. The documents should be sent by speed post/registered post/courier or hand delivered.
- e. If the envelope is found to be open, not sealed and not marked as instructed above, IIPHG will not be responsible for misplacement or premature opening of the proposal submitted. Any proposal opened prematurely due to this cause shall be rejected.
- f. The bidder is advised to attach any additional information that is considered necessary in regard to establish the capabilities. No further information will be entertained after submission of application unless it is required by IIPHG. IIPHG, however, reserves the right to call for additional information and clarification on information submitted by the bidders.
- g. Proposals must be received by IIPHG at the address specified not later than the date and time specified in the Invitation of Tender. In case the specified date for the submission of proposal being declared holiday by the IIPHG, the same will be received on next working day with the same specified time. Proposals received after the due date and time specified will automatically be rejected.
- h. **Withdrawal of Proposals:** Applicants may withdraw proposal by written notice, in-person or email received at any time before last date and time of submission of tender.
- i. **Last date for submission of the Tender:** The last date for submission of complete Proposal with all supporting documents (by hand or by post) is **18th August, 2023 up to 3:00 PM for offline and online (n-procure) mode.** Any Proposal received after this prescribed time will not be entertained. IIPHG will not be responsible for any loss in transit or postal delay.
- j. **Opening of Technical Bids:** Sealed tenders received up to **18th August, 2023 by 3:00 PM** will be taken up for opening. Tender received after specified date and time will not be accepted. IIPHG reserves the right to disqualify any of the Tender in case it is not satisfied with the documents furnished

or otherwise without assigning any reasons thereof. **The Technical proposal will be opened on 18th August, 2023 by 3:30 PM** at IIPHG, address as mentioned above. A representative from each Bidder is invited to be present.

- k. **Opening of Financial Bids:** The Financial proposals of only those Bidders qualifying on the basis of the assessment of Technical proposals will be opened **on 31st August, 2023 at 11.00 AM** at IIPHG, address mentioned above. A representative from each qualifying Bidder may be present.
- l. Any efforts by bidders to influence the IIPHG personnel or representatives on matters relating to the tender, in the process of examination, clarification, evaluation and comparison of proposal and in decision concerning award of contract, shall result in the rejection of the Bidder's proposal. Failing to execute the contract Agreement within the said period may result in termination of contract and award of the same to other contractor at the risk and cost of the contractor.
- m. The person to sign the contract agreement shall be duly authorized.
- n. The NIT shall not bind IIPHG in any way whatsoever to offer any job to the applicant if it is decided to abandon the NIT.
- o. IIPHG assures that the documents and presentations by the applicants will be kept strictly confidential and will not be used for any purpose other than the process of selection of the final applicant. All documents created/prepared during the assignment by the selected application shall be the property of IIPHG and they will have the rights associated with such documents.
- p. **Offer Verification:** IIPHG may contact applicant to confirm contact person, address, bid amount and to confirm that the bid was submitted for this solicitation.
- q. **Conflict of Interest:** Applicants must provide disclosure of any past, present or future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award. Failure to provide full and open disclosure may result in IIPHG having to re-evaluate selection of potential Applicants.

- r. **Arbitration:** Should any dispute arise; it may be referred to an Arbitrator appointed by mutual consent. The place of Arbitration shall be Gandhinagar, Gujarat.
- s. The cost of travel and stay of the officials from bidders for attending meetings with IIPHG will be met by the respective bidder.
- t. All queries/correspondences pertaining to this NIT will be done through IIPHG Tender email i.e. tender@iiphg.org

Hard copies of the Proposals should be addressed to:

The Committee Chairman

IIPHG/ Engineering / Tender / NH- PMC/2023 - 24 / 02-R

INDIAN INSTITUTE OF PUBLIC HEALTH GANDHINAGAR

Opp. Air Force Head Quarters, Nr. Lekawada Bus Stop,
Gandhinagar – Chiloda Road, CRPF PO., Gandhinagar – 382042

7. EVALUATION OF PROPOSAL

7.1. Designated Committee

A designated committee formed by IIPHG would first examine the Technical bids based on the details provided in the Tender document for those Agencies who are short listed as per the qualification criteria. The Financial bids would be assessed only for those agencies whose technical bids are considered to be adequate and secure minimum Technical qualifying marks as mentioned in paras below.

7.2. Selection of Agencies

- a. **Administrative Screening:** The designated committee will do the administrative screening of all the qualifying Technical bids. Technical bids meeting all the pre-qualification criteria will be considered for Technical Evaluation. The technical bids which do not qualify administrative screening will be summarily rejected.
- b. **Technical Evaluation:** Bids qualified in the Administrative Screening will be considered for Technical Evaluation. The designated committee will evaluate all the Technical proposal of the agencies. The agencies are required to score a minimum qualifying marks of **70 points out of 100 which will be recalibrated out of 60 in the technical proposal in order to qualify for interview.**

- c. **Interview cum Presentation:** The agencies qualifying in the Technical Evaluation will be called for interview cum presentation. The designated committee will evaluate the presentation and interview and **give marks out of 20.**
- d. For the Final evaluation, the weightage for the Technical proposal, Interview and Financial proposal, would be **60%, 20% and 20%, respectively.**
- e. IIPHG reserves the right to negotiate with the Bidder whose proposal has been ranked first by the Committee on the basis of Technical and Financial Evaluations and the Interview.
- f. The submitted proposals will be valid for 60 days from the “Last date of submission of Tender”. IIPHG will make its best effort to select the Agencies within this period.

7.3. Technical Evaluation (60)

Technical evaluation shall be carried out based on the following:

Sr. No.	Evaluation Criteria	Maximum Score
1	Years of work experience in Project Management Consultancy Services	09
2	Registration with any of professional bodies like - Institution of Engineers (India), Gujarat Council of Professional Civil Engineers (GCPCE), Gujarat Institute of Civil Engineers and Architects (GICEA), Council of Architect (COA) or any other professionally recognized institutes	01
3	Types of Projects completed (Educational Institutes, Residential, Hotel & Hospitality, Industrial and all others)	35
4	Financial Value of Projects completed	35
5	Organizational Structure and staff strength	10
6	Brief about understanding of our requirement	10
	Total Score	100

Note: Score received out of 100 will be recalibrated to out of 60.

Technical Evaluation criteria are given as Annexure 1.

7.4. Interview (20)

Those agencies who will qualify in the Technical Evaluation will be invited for a personal Interview, wherein, the agencies will be given time slot to give a presentation. Format of Presentation will be shared with the selected agencies via tender email after opening and scrutiny of Technical Bids.

7.5. Financial Evaluation (20)

Full marks will be awarded to the lowest qualifying bidder. For subsequent bidders the marks will be a ratio of the lowest bidder. If the lowest bid is “X” and bid for “Y” needs to be evaluated then its marks will be "highest mark x (X/Y)".

All the Annexures shall form a part of this Tender.

8. CONTACT FOR MORE INFORMATION

For all correspondence please refer to IIPHG general tender Email: tender@iiphg.org with subject line marked as

“IIPHG/ Engineering / Tender / NH- PMC / 2023-24 / 03”

END of Tender Notice

DISCLAIMER:

This NIT represents only a definition of requirements. It is merely an invitation for submission of concept paper and does not legally obligate IIPHG to accept any of the submitted NIT in whole or in part, nor is IIPHG obligated to select the lowest priced proposal. IIPHG reserves the right to negotiate with any or all applicants, both with respect to price, cost and/or scope of services. IIPHG has no contractual obligations with any offer or based upon issuance of this NIT. It is not an offer to contract. Only the execution of a written contract shall obligate IIPHG in accordance with the terms and conditions contained in such contract.

9. ANNEXURES

9.1 Annexure 1: Technical Evaluation Criteria (Refer Para 7.3)

Sr. No.	Evaluation Criteria	Maximum Score
1	Years of work experience in Project Management Consultancy Services	09
2	Registration with any of professional bodies like - Institution of Engineers (India), Gujarat Council of Professional Civil Engineers (GCPCE), Gujarat Institute of Civil Engineers and Architects (GICEA), Council of Architect (COA) or any other professionally recognized institutes	01
3	Types of Projects completed (Educational Institutes, Residential, Hotel & Hospitality, Industrial and all others)	35
4	Financial Value of Projects completed	35
5	Organizational Structure and staff strength	10
6	Brief about understanding of our requirement	10
	Total Score	100

1) Evaluation based on years of work experience:

<u>Period</u>	<u>Maximum Score</u>
Up to 6 Years	5
Up to 7 Years	6
Up to 8 Years	7
Up to 9 Years	8
10 and Above Years	09

2) Evaluation based on Registration with Professional body:

Overall 01 mark.

3) Evaluation based on Type of Projects Completed:

<u>No. of Projects</u>	<u>Type of Project and Maximum Score per Project</u>			
	Educational Institutes	Residential	Hotel & Hospitality	Industrial and all others
1	7	5	3	1
2	7	5	3	1
3	7	5	3	1
4	7	5	3	1
5 & above	7	5	3	1
Maximum Score	35			

4) Evaluation based on Value of Projects Completed:

<u>Value of Each Project</u>	<u>Score per Project</u>	<u>Maximum Projects</u>
Up to 05 Crore	3	5
Above 05 and up to 10 Crores	4	5
Above 10 and up to 15 Crores	5	5
Above 15 and up to 20 Crores	6	5
Above 20 Crores	7	5

5) Evaluation based on Organizational Structure and staff Strength (Maximum Score – 10): Please provide details of your organization structure, total staff working with your organization as on date. Also provide details of your sub-consultants, if any.

Sr. No.	Staff	Qualification	Marks
1	Team Leader	B.E. Civil with minimum 10 years of work experience of PMC	4
2	Structural Engineer	M. Tech. (Structure) with minimum 10 years of work experience	2
3	Project Engineer	B.E. Civil with minimum 5 years of work experience of PMC	2
4	MEP Engineer	B.E. Electrical Engineer with minimum 5 years of experience of PMC	2

Please submit self-attested copy of CV, appointment letter / contract and joining report.

6) Evaluation based on your understanding of our requirement (Maximum Score – 10): Please provide a write-up of 500 words showing your understanding of our requirement. A time line to complete the project, cost estimate and other points related to our requirement.

9.2 **Annexure 2: Technical Bid (Prequalification Criteria for administrative screening)**

a) **Organization Profile:**

Sr. No.	Particulars	
1	Name of the Organization	
2	Year of Establishment (Enclose Registration Copy)	
3	Legal status of the Organization (Proprietary firm / Partnership firm / Company / Others etc.)	
4	Registered office address	
5	Local office address, if any	
6	Website	
7	Email ID	
8	Office contact no.	
9	Name of the Authorized person	
10	Designation of the Authorized person	
11	Resolution in favour of Authorized Person - authorizing him to participate in the tendering process	
12	Email ID of the authorized person	
13	Contact number of the authorized person	
14	Organization PAN (Enclose copy)	
15	GST Registration No. (Enclose copy)	
16	Registration details: Professional Engineering Body like, Institution of Engineers (India), Gujarat Council of Professional Civil Engineers (GCPCE), Gujarat Institute of Civil Engineers and Architects (GICEA), Council of Architect (COA) etc. (Enclose copy)	

Sr. No.	Particulars	
17	Tender Fee details	DD # Amount Rs. _____/- Dated _____ Drawn in favour of _____
18	The bidder should not have been blacklisted by Central / State Government or Org. of repute.	Enclose "No conviction certificate" on your letterhead signed by authorized signatory
19	Consent Letter	Enclose consent letter signed by the authorized signatory (on letterhead), agreeing to abide the Terms & Conditions set out in Tender document.
20	Disclosure of any past, present or future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award.	Enclose - Disclosure related to conflict of Interest.

b) Financial Status:

Sr. No.	Financial Year	Revenue from Operations / Business income (Rs.)
1	2021-22	
2	2020-21	
3	2019-20	
4	2018-19	
5	2017-18	
	Average	

Please submit Copy of audited Profit & Loss Account for the last 5 Financial Years.

(To be printed on letterhead)

c) No Conviction Certificate:

To,

Indian Institute of Public Health Gandhinagar

Gandhinagar, Gujarat

I, (Full Name and Designation of the authorized person) hereby declare that M/s. (Name of the Organization) has never been blacklisted by any Central / State Government, departments or any organization.

I also declare that there are no legal and / or criminal case pending against us in any court. I further declare that we have never been found guilty / convicted of any legal offense and or / crime in any court of law in the past.

Date:

Signature of the Authorized Signatory

Name of the Authorized Signatory

Seal of the Organization

(To be printed on letterhead)

d) Undertaking

To,

Indian Institute of Public Health Gandhinagar

Gandhinagar, Gujarat

I/We, (Full Name and Designation of the authorized person) have carefully read and understood the contents of the Tender and its Terms and Conditions including Annexures and I / We undertake to abide by myself /ourselves by all the Terms & Conditions set forth.

Date:

Signature of the Authorized Signatory

Name of the Authorized Signatory

Seal of the Organization

e) Disclosure related to conflict of Interest.

To,

Indian Institute of Public Health Gandhinagar

Gandhinagar, Gujarat

I/We, (Full Name and Designation of the authorized person) disclose that this work is not likely to have any conflict of interest with any of their organizational, financial, contractual or other interests relating to the work under this tender.

Date:

Signature of the Authorized Signatory

Name of the Authorized Signatory

Seal of the Organization

f) Information of Sub-consultant associated with you:

Sr. No.	Specialization	Name of Sub-consultant Agency	Name of Authorized person	Period (years) since how long they are associated with you.	Key Projects undertaken for you
1	Structural Consultant				
2	MEP (including IT, Communication & Networking) Consultant				
3	Fire & Safety Service Consultant				
4	Landscaping Consultant				
5	Liaisoning Consultant				
6	Consultant for Lift				
7	Consultant for Pollution Control				
8	Any other				

g) Organization Structure and Total staff strength working with the agency, as of now: Please provide details of your organization structure and total staff presently working with you.

h) Past Experience: Major Projects completed during last 6 years.

Sr. No.	Name of the Project	Name of the Client	Project					
			Start Date	End Date	Total Project Cost (Rs. In Lakhs)	Cost (Rs. In Lakhs) for your services	Contact Person of client	Contact Number of client
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Total project cost including cost for your services, construction work and other related costs.

Please enclose Work Completion Certificate. The Work Completion Certificate should have details about 1) Name of the Client, 2) Name of project, 3) Type of Project, 4) Total cost of the Project, 5) Project Completion date.

***The work completion certificate having only project area will not be considered i.e. mention of project cost is must.**

i) Describe your inputs about understanding of our requirement and suitable options to meet our requirement with estimated cost and time line, in 500 words.

9.3 Annexure 3: Financial Bid (Refer to Paragraph 6.2)

Tender Reference No.:

IIPHG/Engineering/Tender/NH - PMC/2023-24/02-R

Name and address of the Bidder:

Our fee for providing Project Management Consultancy Services for construction of hostel building, as per Scope of work given in the tender document is as follows:

Particulars	Approximate Built-up Area (Sq. Meter)	Rate (Rs. Per Sq. Meter) Unit cost	Amount (Rs.)
Fees	4,600		
GST @_____			
Total with GST			

Fees in word (inclusive of GST), as above:

(Rupees _____

_____ only).

Note: Built-up Area will be considered only of the main hostel building. Any services required for this hostel building will be considered as part of the hostel building only.

Above given built up area is approximate, payment will be made as per actual built up area at the above quoted unit cost.

Date:

Signature of the Authorized Signatory

Name of the Authorized Signatory

Seal of the Organization

9.4 Annexure 4: Financial Bid (Refer to Paragraph 6.2)

(Refer to Paragraph 6.2, Sub Para a)

Declaration for Goods and Services Tax Act, 2017 (GST)

I (*Name of Contractor/ Vendor*) hereby undertake and confirm that I would take all necessary and required actions to prepare for ensuring compliances under Goods and Service Tax Acts (GST). I (*Name of Contractor/vendor*) further undertake to comply with any of the applicable provisions of such law including but not limited to:

- timely issuance of GST compliant invoices;
- making the invoices available to IIPHG;
- depositing applicable taxes on a periodic basis; and
- correctly reporting them to the Government

Under the said new Indirect Tax Law, any action or omission on part of the (*Name of the Contractor/ Vendor*) as a result of which IIPHG incurs any direct or indirect cost, expense, loss, levy, penalty, interest, additional burden of tax etc., the same shall be recovered, by way of deduction and/or recovery from any amount payable to (*Name of the Contractor/Vendor*) by Indian Institute of Public Health Gandhinagar (IIPHG).

Declarant

Date:

Agencies Details for GST

Name of the Vendor/Agency (Authorized Signatory)

Name of the Vendor/Agency as registered with GSTN	PAN	GSTIN Number	ARN Number	Description of Goods/Service	HSN / SAC Code	GST rate	Email ID	Contact No.	Address as registered with GSTN	City	State	Pin/ZIP