



SHRI SAIBABA SANSTHAN TRUST, SHIRDI



**REQUEST FOR PROPOSAL (RFP)
FOR
PROVIDING ARCHITECTURAL INTERIOR WORK FOR
PROPOSED SERVICES
FOR RENOVATION OF VVIP DINNING HALL
AT SHRI SAI PRASADALAYA,
FOR SHRI SAIBABA SANSTHAN TRUST, SHIRDI,
TAL.- RAHATA, DIST.- AHMEDNAGAR.**

DISCLAIMER

Shri Saibaba Sansthan Trust, Shirdi has prepared this document to give intending Project consultancy firms background information on the Project. The Sansthan has taken due care in the preparation of the information contained herein and believe it to be accurate and the Sansthan or any of its authorities or agencies nor any of their respective officers, employees, agents or advisors gives any warranty or make any representation, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

The information is not intended to be exhaustive. Interested parties are required to make their own inquiries and respondents will be required to confirm in writing that they have done so and they do not rely on the information in submitting the RFP. The information is provided on the basis that it is no binding on Sansthan or any of its authorities or agencies or any of their respective officers, employees, agents or advisors.

Shri Saibaba Sansthan Trust reserves the right not to proceed with the Project or to change the configuration of the Project, to alter the timetable reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any intending party.

No reimbursement of cost of any type will be paid to persons or entities submitting the RFP.

DEFINITIONS

“Applicant” means a reputed Indian firm having the requisite experience who has downloaded the RFP document from the website www.mahatenders.gov.in and applied for the same.

“Application” means the RFP submitted by an Applicant interested in the Project in the prescribed formant.

“Sansthan” means Shri Saibaba Sansthan Trust, Shirdi.

“Project Consultant” means the successful bidder that is the bidder whose RFP has been accepted and who has been authorized to proceed with the work.

SECTION- I

TERMS OF REFERENCE (TOR)

(Bidders to enclose this Terms of Reference as part of their Technical Proposal)

1.1 Background & Purpose:

Shri Saibaba Sansthan Trust, Shirdi, a religious and charitable public trust re-constituted under the *Shri Saibaba Sansthan Trust (Shirdi) Act* (Maharashtra Act No.XIV of 2004) having its office at P.O. Shirdi, Tal- Rahata, Dist. Ahmednagar, Maharashtra- 423109, hereinafter referred to as 'the Sansthan'.

For the facility of Sai devotees, the Sansthan is running Shri Sai Prasadalya, The existing VVIP dining hall is becoming insufficient. To increase capacity and to provide more facilities the Sansthan is desirous to renovate VVIP dining hall. The Sansthan is interested in appointing an Architect for offering their full-fledged architectural consultancy Services for the said project at Shirdi, Dist- Ahmednagar.

1.2 Detailed Scope of work and Responsibilities of Consultant:

The responsibility of the Architect shall include inter-alia

Stage-I : Approval Stage

- a) Submission of preliminary layout and conceptual drawing and its presentation to Sansthan Chief Executive Officer / Management Committee along with design brief. Making revisions and / or correction suggested by Sansthan Chief Executive Officer / Management Committee and preparing optional design if required.
- b) Submission of preliminary cost estimate for the project as per approved design and drawings.

Stage II :- Tender Stage

- a) Prepare drawings necessary for submission to statutory bodies for approval and assist and advise on necessary formalities for the approval of such drawings. (If required)
- b) Prepare tender stage drawings, Structural and working drawings, specifications and schedule of quantities along with detailed cost estimate.
- c) Prepare tender document for inviting RFPs including pre-qualification / technical bid, conditions and bill of quantities for Commercial Bid.
- d) Attend pre-bid meetings & prepare common set of deviations replying queries raised by bidders.
- e) Attend tenders opening meetings and evaluate the technical bids. Submit the evaluation report of technical bids.

Stage – III : Construction stage.

- a) Ensure quality planning and quality assurance for entire work.
- b) Witness and monitor testing of materials at site.
- c) To check running account bills and the final bill prepared by the contractors and certification of the same for payment by Sansthan.
- d) Monitoring the quantities of BOQ and submit the excess, saving chart to the client with each and every R.A. Bill of the contractor.
- e) To issue virtual completion certificates to various contractors.

- f) Settlement of claims made by the Contractors.
- g) Monitoring and expediting the progress of contractors. Review schedules, bar charts, PERT, CPM submitted by contractors and take corrective action, if necessary.
- h) Conducting review meetings of Sansthan and different contractors for review of work progress, specifications, quality, quantity and time schedules.
- i) Monthly reporting of the progress of work with respect to the plan to Sansthan, identifying problems and issues and corrective action taken.
- j) Organize warranties from all vendors.
- k) Assist the Client in obtaining all post construction approvals and occupancy certificate. (If required)
- l) Issue taking over final certificate and handing over the project.
- m) Prepare and submit complete working drawings and details sufficient to commence the work at site and for the proper execution during construction.
- n) Visit the Site of work regularly and provide periodic supervision as and when necessary to clarify and to take decisions on interpretation of the drawings and specifications that may be necessary and attend conferences and meetings as and when required by Sansthan and to ensure that the Project proceeds generally in accordance with conditions of contract.
- o) On completion of the work, the Consultant will prepare and submit 2 sets of "As BUILT" drawings along with a soft copy in PDF format, of the Road and services, to the Sansthan.

1.3 Staff Deployment at site:

The Consultant will deploy adequate number of staff in their office and at site, as required for the successful completion of the project.

1.4 Time Schedule For Providing The Consultancy Services:

- 1) Stage-I is expected to be completed within 02 weeks of issue of date of appointment.
- 2) Stage-II is expected to be completed within 04 weeks after approval to completion of Stage –I.
- 3) Stage-III is expected to be completed within 6 months of completion of stage-II.

1.5 Qualifying Requirements For Consultant:

- 1. The Architect/consultant shall be appointed/registered/member of Council of architectural and must be in business for at least last 7 years. The proof of qualification and membership with professional bodies like Council of Architecture (India) should be submitted.
- 2. The consultants shall have sufficient qualified staff/engineers/designers to planning, estimation & supervision to execute the work.

1.6 Conflict Of Interest

- 1) Applicants shall not have a conflict of interest. All applicants found to have a conflict of interest as mentioned below will be disqualified.
- 2) The selected applicants shall not engage in activities that conflict with the interest of the client under the contract and shall be excluded from stream down supply of goods or construction or works of purchase of any asset or provision of any other service related to assignment other than a continuation of the services under the contract.
- 3) The selected applicants shall not engage in any assignment that would be in conflict of interest with their current obligations to the same or other clients.
- 4) The selected applicants (including their personnel, agents and/or sub Architects) that have a business or family relationship with such members of

the Sansthan staff who are directly or indirectly involved in the project will not be awarded the contract.

1.7 Corrupt or Fraudulent Practices

Shri Saibaba Sansthan Trust, Shirdi requires that Applicants under this contract observe the highest standard of ethics during the period of consultancy. In pursuance of this polity Sansthan:

Defines for the purpose of these provisions, the terms set forth below as follows:

- 1) "Corrupt Practice" means the offering, giving, receiving or soliciting of any thing of value to influence the action of a public.
- 2) "fraudulent practice" means a misrepresentation of facts in order to influence the execution of a contract to the detriment of Employer, and includes collusive practice among Applicants/Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Employer of the benefits of free and open competition.
- 3) Will reject a proposal for award of work if it is determined that the Applicant recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- 4) Will declare a Applicant/Bidder ineligible either indefinitely or for a stated period of time, to be awarded a contract/ Contracts, if it at any time determines that the Applicant/Bidder has engaged in corrupt or fraudulent practices in competing for, or in executing the contract.

1.8 Amendment of RFP Document

At any time prior to the deadline for submission of Applications, The Sansthan either on its own or on request of the Applicant may amend the RFP Documents by issuing addenda.

An addendum issued under the sub clause shall be part of the RFP Documents and shall be posted at the website of Sansthan.

To give Applicants reasonable time to take an addendum into account in preparing their Applications, Sansthan may at its discretion, extend the deadline for the submission of Applications.

1.9 Cost of RFP

The Applicants shall pay a nonrefundable amount of Rs. 590/- (Rupees Five Hundred Ninety only) (Rs.500+ GST18% = Rs.590), towards cost of RFP document. This amount shall be deposited through DD in favor of Chief Executive Officer, Shri Saibaba Sansthan, Trust, Shirdi and shall be enclosed with the application at the time of submission failing which the Application shall be rejected.

This RFP document can be downloaded from the website www.sai.org.in.

The Applicant shall bear all cost associated with the preparation and submission of its Application. Sansthan will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the pre-qualification process.

1.10 Language of Application

The language of the Application as well as the supporting documents shall be in English.

1.11 Filling of Application Forms

All information called for in the enclosed forms should be furnished against the relevant columns in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column, a 'nil' or "no such case" entry should be made in that column. If any particulars/ query is not applicable in case of the applicant, it should be stated as "not applicable". The applicants are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the applicant being summarily disqualified. Applications made by telegram or telex and those received late will not be entertained.

The application should be type written on computer.

The applicant may furnish any additional information, which is deemed necessary to establish capability to successfully complete the envisaged project. Superfluous information need not be furnished and no information shall be entertained after submission of RFP document unless specifically called for.

Any information furnished by the applicant found to be incorrect either immediately or at a later date, would render the firm liable to be debarred from taking up the project consultancy.

The applicant should submit a checklist as per the Form provided along with the application.

1.12 Signing of the Application and Number of Copies

- 1) The Applicant shall prepare one original set of the RFP documents and clearly mark it "ORIGINAL". The original of the Application shall be typed and shall be signed on all the pages by the person duly authorized to sign on behalf of the Applicant. The power of attorney duly notarized and on a stamp paper authorizing the person to sign and act on behalf of the firm/ consortia should be submitted.
- 2) The Applicant shall scan & upload signed copies of the original Application, in the event of any discrepancy between the original and the copies the original shall prevail.
- 3) An authorized representative shall have the authority to conduct all business and incur liabilities related thereto for and on behalf of the Applicant, during the short listing process and thereafter.

1.13 Submission of Bids –

a) Technical bid: (Envelop no.01) - Duly filled in Technical bid shall be submitted along with the prescribed annexure and relevant documents at Sansthan Office before the closing date and time as stated in the above table. Following documents duly scanned shall be submitted with the technical bid:

1. LETTER OF TRANSMITTAL of the architect or architectural firm stating list of documents attached.
2. Attested copy of certificate of registration with the Council of Architecture, India.
3. Attested copy of PAN & GST registration
4. CV'S OF KEY STAFF

b) Commercial Bid: (Envelop no.02) - Price / commercial bids of only those persons/firms whose technical bids are accepted shall be opened. Fees for the total Architectural / Project Management Consultancy Services as including GST & all taxes should be quoted as a percentage (%) of the total contract value. The quoted fees should include cost of all expenses for travel accommodation, incidental expenses and so on. The fees will be payable subject to deduction of applicable taxes. Consultants are instructed to quote most competitive minimum rates.

The Sansthan may at its discretion, extend the deadline for the submission of Applications, in which case all rights and obligations of Sansthan and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

1.14 Late Applications

Application received after the dead line of submission of Application will not be considered or opened under any circumstances.

1.15 Clarifications

- 1) The Applicants shall be evaluated on the basis of Application and the supporting documents submitted by them. Sansthan shall not be under any obligation to seek any further information or clarifications.
- 2) Without prejudice to Clause above, in order to assist in the evaluation of Applications may, at Sansthan its sole discretion, ask any Applicant for any clarification on its Application which shall be submitted within a stated reasonable period of time. Any request for clarification and all clarifications shall be in writing.
- 3) If an Applicant does not provide clarifications requested by the date and time set in Sansthan's request for clarifications, its Application is liable to be rejected.
- 4) It is clarified that Applicants shall not be required to submit on their own, additional information or material subsequent to the date of submission and such material if submitted shall be disregarded. It is therefore essential to ensure that all questions are answered fully on the pro-forma or otherwise. The pages of the RFP document and annexure and additional information if any submitted shall be numbered sequentially and signed. General responses such as "included in brochure" without specific item reference may be avoided.

1.16 Responsiveness of Applicants

An application, which does not meet all the requirements of the RFP document, shall be rejected forthwith.

Applicants should note that this RFP enquiry and Questionnaires is intended to provide preliminary information. The information contained herein shall not in anyway be construed as binding on Sansthan its agents, successors or assignees.

Applicants are advised that selection of Consultants for this Project shall be entirely at the discretion of Sansthan Applicants shall be deemed to have understood and agreed that no explanation or justification of any aspect of the RFP process shall be given either by Sansthan and that the result of the RFP process shall be without any right of appeal to the Applicants whatsoever.

All documents and other information submitted by an Applicant to Sansthan shall become the property for Sansthan, Applicants are to treat all information as strictly confidential Sansthan will not return any RFP document submitted to it by the applicants.

Sansthan shall notify successful Applicants after evaluation. It will not entertain any query or clarification from Applicants(s) who are not short listed in the RFP process.

1.17 Right to Accept/Reject Any or All Applications

Shri Saibaba Sansthan Trust, Shirdi reserves the right to accept or reject any or all Applications and to annul the qualifications process at any time without any liability or any obligation for such acceptance, rejection or annulment without assigning any reasons.

1.18 Enclosures

Applicants should attach clearly marked and refereed continuation sheets in the event that the space provided in the RFP Document, Questionnaire or Annexure is insufficient.

In responding to the RFP Application, Applicants should demonstrate their capabilities, by providing material based on their experience, past performance, their personnel and financial resources.

It is expressly clarified that before submitting the RFP the Applicant must have examined carefully the contents of all the documents and any failure to comply with any of the requirement of RFP document will be at the Applicant's risk.

1.19 Validity of Applications

Application shall be valid for a period of 180 days from the last date of submission of Applications.

Shri Saibaba Sansthan Trust retains the right that in exceptional circumstances at its own discretion, it may ask the applicants to extend the validity of their applications for a specified period. The applicant not submitting the letter or extension of the validity period at that time shall not be further considered.

1.20 Jurisdiction

All disputes arising shall be subject to the jurisdiction of the appropriate court at Rahata, Dist-Ahmednagar and will be governed by the laws of India.

1.21 Stages of fees payment – The amount of fees for the consultant shall be paid in the following stages:-

STAGE	DESCRIPTION	PERCENTAGE OF FEES PAYABLE	Effecting Payment
1.	On signing of the contract awarding the Architectural work and on completion of initial work up to and including submitting NIT, Specification, BOQ and tender drawing etc. for inviting Tenders from eligible contractors.	10% of the total fees	On Approved Estimated Cost
2.	On award of the works to the contractor finally selected of its execution.	20% of the total fees	On Approved Estimated Cost
3.	During construction-Prorate basis on certified works of the contractor.	50% of the total fees	On Value of Work done by the Contractor

4.	On completion of the works, after submission of final certificate of completion and certification of contractors final bill.	20% of the total fees	On Value of Work done by the Contractor
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1.22 TECHNICAL PERSONS:

Sr. No	Item
1	Architect – 01 No. B. Arch. or equivalent and registered with Council of Architecture with 07 years experience

- Negotiations will be conducted with only L1 Applicant regarding financial Proposal.

SECTION- II

REQUEST FOR PROPOSAL

FOR

Providing Architectural Consultancy Services

For interior work for proposed

**RENOVATION OF VVIP DINNING HALL
AT SHRI SAI PRASADALAYA,
FOR SHRI SAIBABA SANSTHAN TRUST, SHIRDI,**

PROFORMA APPLICATION FORM

LETTER OF TRANSMITTAL

FROM:

TO,
Chief Executive Officer,
Shri Saibaba Sansthan Trust, Shirdi,
Dist- Ahmednagar- 423109.

Subject: Submission of Request for proposal for Providing Architectural Consultancy Services for interior work for proposed Renovation of VVIP Dining Hall at Shri Sai Prasadlaya for Shri Saibaba Sansthan Trust, Shirdi.

Sir,

Having examined the details given in RFP Notice and RFP document for the above project, I/We hereby submit the relevant information for considering my/our RFP for **subject work.**

1. I/We agree to abide by all the instructions, terms and conditions mentioned in the RFP documents.
2. I/We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
3. I/We have furnished all information and details necessary for RFP and have no further pertinent information to supply.
4. I/We also authorize Shri Saibaba Sansthan Trust, Shirdi or their authorized representatives to approach individuals, employers and firms to verify our competence and general reputation.
5. I/We submit the following certificates in support of our suitability, technical know how and capability for having successfully completed the following projects along with prescribed format.
6. I/We shall be jointly and severally liable to the Client for all the Project Consultant's obligation and liabilities as per the contract.

Signature(s) of Applicant(s)

Enclosures:

Seal of Applicant:

Date of submission:

FORM TECH-1

GENERAL INFORMATION

1. Name of the Firm: _____
(Attach an attested photocopy of Certificate of Registration)
2. Legal Status of the Firm- Individual /Association/Joint Venture/consortium.
3. Registered Address, Telephone, Fax No, e-mail, website:

4. Contact Person, Designation and Address including email id, details of Bankers,
5. PAN No. _____
6. GST No.
7. RTGS details & related documents.
8. Number of Years in Architectural Consultancy for detailed project report and allied services.
9. Number of projects for which Architectural consultancy has been provided during the last five years with details.

Signature of the Bidder/Authorized Signatory.

FORM TECH- 2

CV'S OF KEY STAFF

Name of the Staff	
Designation	
Name and address of the firm presently employed	
Years with the firm	
Position in the Proposed project (describe degree of responsibility also)	
Qualifications (Technical and General)	
Membership in professional bodies	
Experience and Training (Relevant in the context of assignment)	
Employment Record	
Name of the Firm	Position Held

Signature of the bidder / Authorized Signatory