

**INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH
GOREGAON (EAST), MUMBAI**

EXPRESSION OF INTEREST DOCUMENT FOR

**Engagement of a Consultant for Civil Infrastructure maintenance and
Project management consultancy services at IGIDR**

NIT No: IGIDR/EOI/2023/ED/14 Date: 24th May 2023

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH

Gen. A.K. Vaidya Marg, Film City Road, Santosh Nagar, Goregaon (East), Mumbai-400065.

Telephone: 022 6909 6200 / 507. Fax: 022 6909 6399.

**INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH,
MUMBAI
Notice Inviting Expression of Interest (EOI)**

“NAME OF THE SERVICE: **Engagement of A Consultant for Civil Infrastructure maintenance and Project management consultancy services at IGIDR** at INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, GOREGAON, MUMBAI – 400 065.”

1. Institute invites bids from reputed and qualified consultants/service providers for the following service:

Name of Service	EMD Amount Rs.	Contract Period
(1)	(2)	(3)
Engagement of a Consultant for Civil Infrastructure maintenance and Project management consultancy services at IGIDR	10,000.00	1 Year

2. The Expression of interest is invited for the above-mentioned consultancy service. IGIDR reserves its right to shortlist the qualified bidder.
3. The bidder must deposit Earnest Money amount of **Rs. 10,000/-** (Rupees Ten Thousand Only) along with their bid.
4. The EOI bids in two bid system are invited through two separate Emails to tender@igidr.ac.in “**Email-1: EMD and Pre-qualification Bid**” and “**Email-2: Financial bid**”. Subject of emails should be mentioned as “**Email-1: EMD and Pre-qualification Bid for Appointment of a Consultant for Civil Infrastructure maintenance and Project management services at IGIDR**” and “**Email- 2: Financial bid for Appointment of a Consultant for Civil Infrastructure maintenance and Project management consultancy services at IGIDR**” respectively. **All the bid documents should be attached as a PDF document or zip file and the financial bid file should be protected with a password.**
5. The last date of submission of the EOI proposal shall be up to **03:00 PM on 14th June 2023.**
6. The institute reserves the right to reject any prospective application without assigning any reasons whatsoever.

REGISTRAR

SECTION-A*

LETTER OF OFFER

Date _____

To,
The Registrar,
Indira Gandhi Institute of Development & Research,
Gen. A.K. Vaidya Marg, Film city Road,
Goregaon (East), Mumbai 400065.

Subject: Expression of interest for Engagement of a Consultant for Civil Infrastructure maintenance and Project management consultancy services at IGIDR, MUMBAI

Reference: NIT No. IGIDR/EOI/2023/ED/14 Date: 24th May 2023

Dear Sir,

With respect to your above-mentioned EOI, I / We hereby submit my / our bid in the required format along with Company Profiles and supporting documents.

Should this bid be accepted, I/We hereby agree to abide by and fulfill the terms and provisions of the said Conditions of Contract annexed hereto so far as they may be applicable or in default thereof to forfeit the EMD and pay to the IGIDR the amount mentioned in the said Conditions.

I/We will deposit the EMD amount **Rs. 10,000.00** through NEFT/DD/FDR/BG or MSME Certificate as an exemption of the earnest money to the IGIDR, which will not bear any interest.

Should I/We fail to execute the contract when called upon to do so. I/We do hereby agree that this sum shall be forfeited by me/us to the IGIDR.

I / We have carefully gone through the terms and conditions prescribed, and I / We accept the same without any alterations/modifications.

Yours faithfully,

Signature

Name & seal of the bidder

**To be submitted on company letterhead with sign and stamp on it.*

SECTION-B

GENERAL INSTRUCTIONS TO BIDDER

The EOI bid should be addressed to The Registrar, Indira Gandhi Institute of Development Research, Goregaon (East), Mumbai-400065 and superscripted ~ **EOI for “Engagement of a Consultant for Civil Infrastructure maintenance and Project management consultancy services at IGIDR, Goregaon (E), Mumbai.**

1. Bidder has to deposit Earnest Money of **Rs. 10,000/-** (Rupees Ten Thousand Only) through DD/FDR/BG to “INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, MUMBAI” Account No.010220100010001, IFSC code: BKID0000102, Branch name: IGIDR, Bank Name: Bank of India and UTR number with screenshot of transaction should be included in the part of tender document towards Earnest money.
2. The EOI bids in two bid system are invited through two separate Emails to tender@igidr.ac.in “**Email-1: EMD and Pre-qualification Bid**” and “**Email-2: Financial bid**”. Subject of email should be mentioned as “**Email-1: EMD and Pre-qualification Bid for Engagement of a Consultant for Civil Infrastructure maintenance and Project management consultancy services at IGIDR**” and “**Email-2: Financial bid for Engagement of a Consultant for Civil Infrastructure maintenance and Project management consultancy services at IGIDR**” respectively. **All the bid documents should be attached as a PDF document or zip file and the financial bid file should be protected with a password.** . In case bidder cannot attach single bid file to an email then they can split their bid and submit in multiple emails with mentioning in the email subject as Part-I, II, III.... etc.
3. All the required documents should be scanned and merged either into a single PDF file or zipped into a single and attached to the respective Emails. **The Financial bid should be attached as a PDF document protected with a password and the password to be shared at the time of financial bid opening through online meeting. The vendor should keep their password securely with them and required to give only when asked in online meeting for financial bid opening.**
4. The bids will be received up to **03:00 PM on 14th June 2023**. Each copy of the EOI document is under their stamp and signature. No bid will be accepted after 03:00 PM on **14th June 2023** under any circumstances whatsoever.
5. The E-mail bid with the subject “**EMD and Pre-qualification Bid for Engagement of a Consultant for Civil Infrastructure maintenance and Project management consultancy services at IGIDR**” shall be opened by the tender opening committee on the next day **15th June 2023, at 12:00 PM** through the online meeting platform. The link to the meeting will be shared with participated bidders. In case the government declares a holiday on the day of opening the bids, the bids will be opened on the next working day at the same time.
6. The Email bid with subject “**Financial bid for Engagement of a Consultant for Civil Infrastructure maintenance and Project management consultancy services at IGIDR**” of only qualified bidders will be opened. The date of opening of price bid shall be informed by institute to the qualified bidders. The

date of opening of financial bid and link for online meeting shall be informed by the institute to the qualified bidders. **In case the bid file is protected with a password, then the bidders should provide the password of PDF/zip file during the opening of the bid. In case the bidder can NOT give the password for bid at the opening, then their bid shall be rejected.**

7. EOI bids shall remain valid for acceptance by the Institute for a period of three months from the date of opening of the bid, which period may be extended by mutual agreement, and the bidder shall not cancel or withdraw the bid during this period.
8. The EOI bid must be filled in English. If any documents are missing or unsigned, the bid may be considered invalid by the Institute at its discretion.
9. Each Page of the EOI Document should be stamped and signed by the authorized person or persons submitting the EOI in token of his/their having acquainted himself/themselves with the General terms & conditions, specifications, special conditions of the contract, etc., as laid down. Any bid with any of the documents not so signed will be rejected.
10. The Institute does not bind itself to accept the lowest or any responsive bid and reserves the right to accept or reject any or all the EOI bids, either in whole or in part, without assigning any reasons for doing so.
11. The intending bidders are requested to visit the Indira Gandhi Institute of Development Research to understand the nature and scope of the work. The intending bidder can obtain any clarifications regarding the EOI document, scope of work, etc., if any, by contacting **Mr. Amit Gaikwad (Estate Officer)** on his **mobile- 022 6909 6507** or through e-mail at estateofficer@igidr.ac.in or in Administration Office of the Indira Gandhi Institute of Development Research, Goregaon, Mumbai-400 065 on any Institute`s working day from Monday to Friday.

I/We hereby declare that I/we have read and understood the above instructions, and the same will remain binding upon me/us.

Place:

Signature of bidder with company seal

Date:

SECTION 'C'
TERMS AND CONDITIONS

Upon the declaration of an intending bidder to be shortlisted by the Institute, they shall be subject to the following terms and conditions that shall form part of the bidding executed with the Institute.

1. The shortlisted bidder shall not assign the sub-contract. He shall not sublet any portion of the contract except with the written consent of the IGIDR. In case of a breach of these conditions, the IGIDR may serve a notice in writing on the bidder.
2. In all matters of dispute arising on the work, the matter shall be referred to **Registrar Indira Gandhi Institute of Development Research, Goregaon**, for a decision.
3. **Arbitration Clause:** In the event that the Successful Bidder is not satisfied by the decision of the Registrar, Indira Gandhi Institute of Development Research, the dispute shall be settled by arbitration in accordance with the provisions of the arbitration and conciliation act, 1996, or any enactment thereof. The Arbitral Tribunal shall consist of one arbitrator mutually appointed by the Institute and the successful bidder. The place of arbitration shall be Mumbai, and any award, whether interim or final, shall be made and deemed for all purposes between the parties to be made in Mumbai. The arbitration proceedings shall be conducted in English, and any award or awards shall be rendered in English. The procedural law of the arbitration shall be the Indian law. The award of the arbitral tribunal shall be final, conclusive, and binding upon the Successful Bidder and the Institute.
4. Corrigendum, if any, issued for the EOI shall form part of the bidding process. Corrigendum will be posted on <http://www.igidr.ac.in/>. Hence, Applicants are requested to visit the website regularly, note the corrigendum / amendments to the EOI without fail, and submit the offer accordingly. The Institute is not responsible for the ignorance of the corrigendum.

5. Contract Period:

The Initial contract period shall be One year from the date of award of order which can be further extended for further two years based on institution requirements on a yearly basis subject to satisfactory performance at same rates, terms and conditions.

6. Payment Terms:

Payment shall be made to the successful bidder on prorated basis based on release of payment to the contractor for completed works as per his certified invoice amount.

7. The performance security deposit (PSD):

The EMD of the successful bidder shall be retained as PSD amount till the completion of the contract

obligations. If the successful bidder submits MSME certificate towards EMD exemption then they should deposit an amount of **Rs. 10,000.00** towards the PSD in the form of DD/FDR/BG. PSD amount shall be released after successful completion of all the contractual obligations. No interest shall be paid on the PSD amount.

8. Penalty:

Penalty shall be imposed on the successful bidder if the cause for such penalty is directly and solely attributable to them. The total cumulative Penalty imposed on the bidder shall be 1% of the total invoice amount of the particular service of the respective Order for which the penalty arises. The Institute shall raise its concerns or objections to the Bidder within 30 days of the services provided. The total cumulative penalty shall be a maximum of 5% of the Invoice value for the particular service giving rise to such indemnity.

9. Termination Clause:

9.1 Without prejudice to any other remedy available to the Institute, in case of default on the part of the contractor in the performance of this contract or in the discharge of any contractual obligations arising out of this contract or if the contractor commits substantial breach of his obligations and such breach is not corrected within 15 (fifteen) days from the date of receipt of the notice specifying the breach, by the contractor, the Institute may terminate this contract by giving a 30(thirty) days written notice of intended termination to the contractor.

9.2 In the event of this Contract being terminated, the Institute shall be liable to make payments of the amount due under this Contract up to the effective date of termination for which services (including parts thereof) have been rendered by the Contractor subject to clause 9.5 hereunder.

9.3 Notwithstanding anything contained herein above, the Institute may terminate this contract at any time by giving one month's notice to the Contractor without assigning any reason thereof and without prejudice to the rights of the Institute to recover any money becoming due and payable to the Institute under this Contract. The Contractor may terminate this Contract at any time by giving two months' notice to the Institute without assigning any reason thereof.

9.4 Forthwith on the expiry or earlier termination of this Contract, the Contractor shall, return to the Institute all materials and equipment, belonging to the Institute with regard to this Contract. The Institute shall also intimate to the Contractor a time when it can collect its equipment stored in the Institute and the Contractor shall collect the same. In the event that the Contractor does not collect its equipment by the appointed time, the Institute shall not be liable for the same thereafter.

9.5 Forthwith on the expiry or earlier termination of this Contract, the Institute shall determine the costs of execution, cost of remedying any defects (if any) and the cost of completion of the work (if required). The Institute shall be entitled to recover from the Contractor the extra costs, if incurred, after adjusting the same against the Performance Security Deposit made by the Contractor.

9.6 On the earlier termination of this Contract due to failure to discharge its duties, the Performance Security Deposit shall stand forfeited by the Institute.

10. Debarment from the bidding Process:

a. An Applicant shall be debarred if he has been found to be involved in any of the fraud & corrupt practices as below:

- i. The bidder and their respective officers, employees, agents, and advisers shall observe the highest standard of ethics during the bidding Process. Notwithstanding anything to the contrary contained herein, the Institute may reject a proposal without being liable in any manner whatsoever to the bidder if it determines that the bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the bidding Process.

Without prejudice to the rights of the Institute under Clause 2(a)(i) above, if the Institute finds a bidder to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the bidding process, such bidder shall not be eligible to participate in any tender issued by the Institute during a period of 2 (two) years from the date the Institute finds such bidder to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as the case may be.

During the entire bidding process, the currency of the contract, or after completion/termination of the contract, if it comes to the notice of the Institute that the bidder has engaged itself in any act of Fraud and/or Corrupt Practices, the Institute after giving a reasonable opportunity of being heard, comes to the conclusion that an Applicant or prospective Applicant, was indulged itself in such practices, may take appropriate measures as per applicable laws.

For the purposes of this clause, the following terms shall have the meaning hereinafter respectively assigned to them:

- ii. **“Corrupt practice”** means (I) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process or (II) save and except as permitted, engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the work order or after the execution

of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the WORK ORDER or the Agreement, who at any time has been or is a legal, financial or technical advisor of the authority in relation to any matter concerning the Project;

- iii. ***“Fraudulent practice”*** means a misrepresentation or omission of facts or suppression of facts, or disclosure of incomplete facts to influence the Bidding Process;
- iv. ***“Coercive practice”*** means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any person’s participation or action in the Bidding Process;
- v. ***“Undesirable practice”*** means (I) establishing contact with any person connected with or employed or engaged by the authority with the objective of canvassing, lobbying, or in any manner influencing or attempting to influence the Bidding Process; or (II) having a Conflict of Interest; and
- vi. ***“Restrictive practice”*** means forming a cartel or arriving at any understanding or arrangement among bids to restrict or manipulate a full and fair competition in the Bidding Process.

I/We hereby declare that I/we have read and understood the above terms and conditions that form part of the Formal Contract to be executed between I/us and the Institute. The same shall bind me/us upon being declared the Successful Bidder.

Date:

Signature of the bidder with company seal

SECTION-'D'

PRE-QUALIFICATION CRITERIA

- **Pre-Qualification Documents to be submitted by Bidder along with Pre-qualification Bid:**
 - a) The bidder should submit a Registration of copy the company's Certificate of Incorporation or Registration certificates under Shop & Establishment or Partnership Deed or Affidavit in case of firm.
 - b) **The bidder should be registered with the Municipal Corporation of Greater Mumbai (MCGM) as Structural Engineers (Should submit a proof).**
 - c) Copy of Registration of Goods & Service Tax (GST) and PAN
 - d) The bidder shall be a reputed organization/firm having at least minimum **7 years'** experience for providing project management consultancy services for civil infrastructure repair/maintenance works.
 - e) The bidder shall have independently executed **two** orders of at least **Rs. 5.00 Lakh each** in a University/ Autonomous College / Institute / Academy/ Government Department/ PSU/ Autonomous Body for providing project management consultancy services for civil infrastructure maintenance works in the last three financial years (i.e., FY2020-21, FY2021-22 & FY2022-23). (Copy of work orders/Agreements/Engagement letters should be submitted).
 - f) The bidder shall have average annual turnover of not less than **Rs. 20.00 Lakh** each year in last three consecutive financial years (i.e.; FY2020-21, FY2021-22 & FY2022-23/FY2019-20). Copy of Audited Annual Balance Sheets, Profit & Loss statements, or CA certificate to be submitted. **If audit for financial year 2022-23 is not completed then bidder should attach provisional turnover certificate from the CA.**
 - g) The bidder should submit the details of **two** clients along with the name & contact numbers.
 - h) The bidder should not have been blacklisted by any Central/State Government/Public Sector Undertaking/Institute of Govt. of India. Should submit the undertaking as per **Annexure-A***.
 - i) Either the Registered Office or one of the Branch Offices of the bidder should be located in the municipal territory of Greater Mumbai.

Bidders must submit documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice for the purpose. All documentary proof must be listed on the letter pad of the company and enclosed in a cover, to be submitted along with the qualification bid (E-mail) duly stamped and signed by the authorized person of the agency.

- **Information to be furnished by the bidder:**

Sr. No.	Item	Information to be filled by Bidder
1	Name of the bidder	
2.	Address	
2	Name of the contact person Telephone Number: Office /Residence: Mobile Number: Fax No. E-mail address-	
3	Details of Registration (number & date)	
4	Month and Year in which the company was formed/ incorporated.	
5	Type of organization (Partnership, Pvt. Ltd., Public Ltd., etc.)	
6	Enclose a copy of the partnership deed, and Articles of Association (in case of partnership firm)	
7	Average Annual Turnover of Last Three Financial Year (attached audited balance sheets-profit & Loss account statements or CA certificate)	FY2022-23 FY2021-22 FY2020-21
9	Bank Account Details	A/C No. Bank Name: IFSC:

Date:

Signature of bidder with company seal

SECTION-‘E’
TECHNICAL BID

A. Scope of Civil Infrastructure Maintenance Services (Pre-tender process):

1. Visit the institute campus for a detailed survey of the buildings on the campus.
2. Prepare and submit the report for the buildings or areas where maintenance works must be done.
3. Suggest suitable maintenance/repair solutions as per site conditions/requirements.
4. Preparation of detailed Bill of quantities (BOQ), specifications, and estimated cost for the maintenance works to be taken up for specific buildings as per the Institute's requirement.

B. Time Schedule for the Assignment:

Following are the time schedule generally to be followed by the appointed consultant unless otherwise specified in the work order.

Sr. No.	Stages of Assignments	Time Schedule
1	Prepare and submit the report for the buildings or areas needs the maintenance works on the campus after date of work order	Within 7 Days
2	Prepare and submit the work BOQ and estimated cost of proposed work after the intimation from the institute (with completion period)	Within 10 Days
3	Submission of the progress report of the projects	Every Fortnightly
4	Review meeting of the project with the institute’s Engineer and the contractor	Every monthly
5	Recording of Joint measurements of completed works	Fortnightly/Monthly
6	Preparation of measurement sheets of recording the joint measurements	Within 7 days
7	Certification of RA bills of the contractor and submission (After the submission of bills)	Within 4 days
7	Certification of Final Bill of the contractor and submission (After the submission of final bill)	Within 10 days
8	Providing Building stability certificate to the Institute after completion of the project	Within 7 days

* The successful bidder should strictly follow the above time schedule.

C. Scope of Project Management Consultancy (PMC) Services:

The Project Management staff (as per the details given below), with the required qualification and site experience and approved by the Institute, will be deployed at the site during the execution of work/ project till the completion of work and the finalization of the contractor's bills, etc.

• **Deputation of staff at the site:**

1. **Civil Engineer – 1 No. (Minimum qualification B.E. Civil with 3-5 years of experience).**

Visit for Supervision of work: Minimum **two** visits per week and as and when required (Additional visits for recording joint measurements as per the site requirement).

2. Main Consultant (In case deputed staff for supervision visits): At least **two** visits during the project's total duration.

• **Responsibilities of Site Engineer:**

- 1) To thoroughly study contract documents of the contractor.
- 2) Inspect the contractor's ongoing works at the site. Bring out ambiguities/discrepancies between them to the institute and obtain clarification from the competent authority well in time to avoid delays.
- 3) Submit the reports of the
- 4) To advise or recommend to the Institute if any changes are required in the work methodology during the progress execution of the work.
- 5) Periodic Supervision of the work ongoing/carried out by the contractor. To ensure that the quality of materials and workmanship as laid down in the contract is maintained. To ensure quality workmanship is attained.
- 6) To keep and maintain proper records such as progress records, site order book, instructions by the Institute, Registers of materials/fittings, fixtures, equipments, etc., as stipulated in the tender or as directed from time to time.
- 7) To record measurements of completed work jointly with the contractor, Institute's Engineer, record them in the measurement book, and submit them to the Institute to process them in running account bills. After checking, bills shall be certified and forwarded to Institute with their comments/recommendations accompanied by all supporting documents.
- 8) Prior approval of the Institute shall be taken regarding extra/variation items before the commencement of extra items/variation items to be executed. Preparation of rate analysis for the same.
- 9) The services of the Engineer deployed at the site, if found unsatisfactory if noticed by the Institute; the consultant shall arrange to remove him from the site immediately upon receipt of instructions/advice from the Institute and replace him after prior approval of the Institute.

• **Project Completion Stage:**

1. Certification of all the works carried out by the contractor.
2. Recommend issuing completion report/letter to the contractor.
3. Certify the measurement books and invoices of the contractor.
4. Providing **Building stability certificate** to the Institute after completion of repair/maintenance works of the building.

Date:

Signature of the bidder with company seal

SECTION-'F'
FINANCIAL BID

NIT No: IGIDR/EOI/2023/ED/14

Date: 24th May 2023

Name of the service: Engagement of a consultant for Civil Infrastructure maintenance and Project management consultancy services at IGIDR.

Sr. No.	Description	Rate in % (Percentage)
1.	Charges for consultancy service for civil infrastructure maintenance and Project Management Consultancy Services for the maintenance works/projects at IGIDR. (As per scope of work mentioned in the Section-E, Technical Bid). Approximate Annual budget for maintenance works/projects shall be Rs. 50.00 to 60.00 Lakh.	
2.	Applicable GST in %	

Note:

1. The above-quoted charges includes applicable GST, to and fro transportation, lodging & boarding, visit charges, etc.
2. The Institute shall not pay any extra charges above the quoted amount.
3. The consultant shall manage all their expenses at the above-quoted charges only.

Date:

Signature of bidder with company seal

**The financial bid should be submitted on company/firm letterhead with sign and stamp on it.*

ANNEXURE – A*

FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTERHEAD WITH REGARD TO BLACKLISTING/NON-DEBARMENT BY ORGANISATION UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

To,
The Registrar
Indira Gandhi Institute of Development Research
Film City Road, Santosh Nagar,
Goregaon (East),
Mumbai – 400 065.

We hereby confirm and declare that we, M/s -----, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years.

For M/s _____

Authorized Signatory

Date:

**To be submitted on company/firm letterhead with sign and stamp on it.*

ANNEXURE - B

List of Qualified and Experienced Employees including Organization Chart:

Sr. No.	Name of employee	Qualification	Designation	No. of Years' Experience
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Date:

Authorized signatory with seal

**To be submitted on company letterhead along with the organization chart.*