



SEEPZ SEZ AUTHORITY

Limited Tender Enquiry among PSUs

(As per GFR Rule 133(3) through e-procurement portal)

Request for Proposals

for

Project Management Consultancy for Construction and Commissioning of New Standard Design Factory (SDF) Buildings Project at SEEPZ-SEZ, Mumbai

Proposal Ref. No.: E-OPT-11/82/2022-EO

Date of Issue: 17th May 2022

ISSUING AUTHORITY:

Development Commissioner, SEEPZ- SEZ, Mumbai

Postal Address: SEEPZ SEZ, MIDC Central Road,
Andheri East, Mumbai 400096.

E-Mail: dcseepz-mah@nic.in

Helpline No.: 022-28290856

Landline: 022-28294728/29

(From 9:30 A.M. to 6:00 P.M.)

Key information at a glance

SN	Item	Description
1	Proposal Ref. No.	E-OPT-11/82/2022-EO
2	Tender Title	Project Management Consultancy for Construction and Commissioning of New Standard Design Factory (SDF) Buildings Project at SEEPZ-SEZ, Mumbai
3	Cost of Request for Proposals	Request for Proposals can be downloaded free of cost from the following websites: https://eprocure.gov.in/epublish/app http://seepz.gov.in/tender.aspx
4	Date of Tender Publishing	17.05.2022
5	Date and time till which physical visits to SEEPZ SEZ premises are permissible	Date - 18.05.2022 to 02.05.2022 (on working days) Time – 9.30 PM to 6.00 PM (office working hours)
6	Date and time of Pre-Proposal Meeting	25.05.2022 at 1200 hrs (12 PM)
7	Last date and time for Submission of Proposals (Qualification Information + Financial Proposals)	07.06.2022 at 1600 hrs (04 PM)
8	Date and time of opening of Qualification Information	08.06.2022 at 1600 hrs (04 PM)
9	Expected date of Award of Contract	10.06.2022
10	Help Desk No. (For E - Procurement)	Email: - dcseepz-mah@nic.in Landline:- 022 – 28294728/29 Cell No.:-8286587409 (VikramSatre) eProcurement Helpdesk no.s (New Delhi) 0120-4200462, 0120-4001002, 0120-4001005

12	Authority to be contacted in case of any clarification / request for entry permission for physical visit	Name:- Smt. Bridget Joe Designation:- EA to DC Email:- dcseepz-mah@nic.in Landline:- 022 – 28294728/29
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Section 1 - Letter of Invitation

Proposal Reference No.: E-OPT-11/82/2022-EO

Date: 17.05.2022

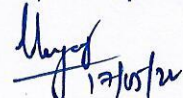
Tender Title: Project Management Consultancy for Construction and Commissioning of New Standard Design Factory (SDF) Buildings Projects at SEEPZ-SEZ, Mumbai

1. The SEEPZ- SEZ authority invites sealed Proposals from Public Sector Undertakings set up by the Central or State Government to carry out civil or electrical works or other Central/ State Government organisations /PSUs which may be notified by the Ministry of Urban Development (MoUD).
2. More details pertaining to the scope of work may be seen under the Terms of Reference(Section V).
3. The process of Least Cost Selection (LCS) shall be followed for selection of suitable Consultant. The Bidding process shall be conducted in an online mode on the Central Public Procurement Portal (CPPP) which is publicly accessible using the following web address: <https://eprocure.gov.in/epublish/app>. Consultants can download the Request for Proposals free of cost from this portal.
4. Interested Consultants must register on the e-procurement portal and upload their qualification information and financial proposals separately within the stipulated time and date i.e. 07.06.2022 at 1600 hrs.
5. Detailed instructions regarding online submission of proposals may be seen under Annexure I. In case of any issues or queries related to the e-procurement portal, kindly send an email request to dcseepz-mah@nic.in or contact on 022-28294790 / 9664664208 (Shri. Amit Patra).
6. The Consultant is solely responsible for timely uploading of Proposals on the e-procurement portal. SEEPZ SEZ Authority shall not be liable for resolving any queries / issues raised on the day of Proposal submission.
7. Qualification Information shall be opened online at 1600 hrs on 08.06.2022. Consultants can see the tender opening status by logging on to the e-procurement portal using their registered IDs.
8. Financial Proposals of only technically qualified Consultants shall be opened at a date which shall be pre-disclosed on the e-procurement portal.
9. SEEPZ SEZ Authority reserves the right to accept or reject any or all of the Proposals at any time during the Bidding process.



EA to DC
SEEPZ SEZ Authority

Handwritten note: "Handsigned for approval."



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Section 2 – Instructions to Consultants (ITC)

A. General

1. Introduction

- a) This Section provides the relevant information as well as instructions to assist prospective consultants in preparation and submission of Proposals. It also includes the mode and procedure to be adopted by the SEEPZ, SEZ Authority (hereinafter referred to as the 'Client') for receipt and opening as well as scrutiny and evaluation of Proposals and subsequent placement of award of contract.
- b) The Client named in the **Data Sheet** will select an eligible consulting firm/organization (the Consultant), in accordance with the method of selection specified in the **Data Sheet**.
- c) Before preparing the Proposal and submitting the same to the Client, the Consultant should read and examine all the terms & conditions, instructions etc. contained in the Request for Proposals. Failure to provide required information or to comply with the instructions incorporated in this Request for Proposals may result in rejection of Proposals submitted by consultants.
- d) The successful Consultant will be expected to complete the Services by the Intended Completion Date as provided in the **Data Sheet** and communicated in the services contract.

2. Language of Proposals

Proposal submitted by the Consultant and all subsequent correspondences and documents relating to the Proposal exchanged between the Consultant and the Client, shall be written in English language. However, the language of any printed literature furnished by the Consultant in connection with its Proposal may be written in any other language, provided the same is accompanied by a self-certified English translation and, for purposes of interpretation of the Proposal, the English translation shall prevail.

3. Code of Integrity

- a) The Client and all officers or employees of the Client, whether involved in the procurement process or otherwise, or Consultants and their representatives or employees participating in a procurement process or other persons involved, directly or indirectly in any way in a procurement process shall maintain an unimpeachable standard of integrity in accordance with the code of integrity prescribed under GFR 175.
- b) In case of breach of the code of integrity by a consultant or a prospective

Consultant, the SEEPZ Authority, after giving a reasonable opportunity of being heard, may take appropriate measures including –

- i. exclusion of the Consultant from the procurement process;
- ii. calling off of pre-contract negotiations and forfeiture or encashment of Proposal security;
- iii. forfeiture or encashment of any other security or bond relating to procurement;
- iv. recovery of payments made by the Client along with interest thereon at bank rate;
- v. cancellation of the relevant contract and recovery of compensation for loss incurred by the Client;
- vi. debarment of the Consultant from participation in any future procurements of any Client for a period of up to three years.

4. Eligibility

- a) This Request for Proposals is open to Public Sector Undertakings set up by the Central or State Government to carry out civil or electrical works and other Central/ State Government organisations /PSUs which may be notified by the Ministry of Urban Development (MoUD). SEEPZ employees, Committee members, Board members and their relatives (Spouse or Children) are not eligible to participate in the tender. Consultants involved in corrupt and fraudulent practices or debarred from participating in Public Procurement by any state government or any procuring entity of the central government shall not be eligible.
- b) The specific eligibility conditions shall be as prescribed under the **Data Sheet**.
- c) Consultants shall submit a declaration regarding its eligibility vis-à-vis all the criteria mentioned under the instructions to Consultants and the Proposal data sheet.

5. Online Proposal Submission Process

The e-tender is available on CPPP portal, <https://eprocure.gov.in/eprocure/app> as mentioned in the tender. The tenders duly filled in should be uploaded and submitted online on or before the end date of submission. More details regarding the online Proposal submission process may be found under Annexure-II attached to this Request for Proposals.

B. Request for Proposals

6. Contents of Request for Proposals

- a) The Request for Proposals include the following Sections, which should be read in conjunction with any amendment issued in accordance with ITC.

- Section 1 Invitation for Consultants
- Section 2 Instructions to Consultants (ITC)
- Section 3 Data Sheet
- Section 4 Evaluation Criteria
- Section 5 Terms of Reference
- Section 6 Proposal Forms
- Financial Proposal Template in MS Excel format

- b) Unless downloaded directly from the SEEPZ website (<http://seepz.gov.in>) or the e-procurement portal (<https://eprocure.gov.in/epublish/app>) as specified in the **Data Sheet**, Client shall not be responsible for the correctness of the Request for Proposals, responses to requests for clarification, the Minutes of the Pre-Proposal meeting, if any, or Amendment(s) to the Request for Proposals in accordance with ITC.
- c) Consultants are expected to examine all instructions, forms, terms, and specifications in the Request for Proposals and to furnish with its Proposal all information or documentation as is required by the Request for Proposals.

7. Clarification of Request for Proposals

- a) A Consultant requiring any clarification of the Request for Proposals shall contact the SEEPZ, SEZ authority in writing / email at the Client's address specified in the **Data Sheet**.
- b) The Client will respond in writing / email / through the e-procurement portal to any request for clarification, provided that such request is received prior to the deadline for submission of Proposals within a period specified in the **Data Sheet**. The Client shall also promptly publish brief description of the enquiry but without identifying its source and its response at its website or on the e-procurement portal.
- c) Should the clarification result in changes to the essential elements of the Request for Proposals, the Client shall amend the Request for Proposals following the procedure given under ITC.

8. Pre-Proposal Meeting

- a) In order to provide response to any doubt regarding Request for Proposals, or to clarify issues, a pre-Proposal meeting may be scheduled, as specified in the **Data Sheet**.
- b) During the pre-Proposal meeting, the clarification sought by representative of prospective Consultants shall be responded appropriately. However, they shall be asked to submit their written request by close of office next day or by e-mail for electronic record thereof. The Client shall publish written response to such requests for clarifications, without identifying its source. In case required, amendment(s), in terms of ITC below shall be issued, which shall be binding on all prospective

Consultants.

9. Amendments to Request for Proposals

- a) At any time prior to the deadline for submission of Proposals, the SEEPZ SEZ authority may, for any reason deemed fit by it, amend or modify the Request for Proposals by issuing Amendment(s)/corrigendum.
- b) Such Amendment(s)/corrigendum will be published on SEEPZ SEZ authority's website or on the e-procurement portal and the same shall be binding on all prospective Consultants.
- c) In order to give reasonable time to prospective Consultants to take necessary action in preparing their Proposals, the Client may, at its discretion, extend the deadline for the submission of Proposals and other allied time frames which may be linked with that deadline.
- d) Any Consultant who has downloaded the Request for Proposals should check the Amendment(s), if any, issued on the SEEPZ SEZ authority website and on the e-procurement portal.

C. Preparation of Proposals

10. Documents Comprising Proposal

- a) Consultant's pre-qualification / eligibility submission shall comprise the documents listed under ITC Clause 4 and corresponding Data Sheet entry.
- b) Consultant's financial Proposal shall comprise the financial quote submitted in the excel template published along with these Request for Proposals.

11. Financial Proposal

The consultant shall use the financial proposal template uploaded along with this RFP for preparation of their financial proposal. The consultant shall enter the remuneration and reimbursable rates along with applicable taxes. The Consultant shall quote the price in INR only.

12. Period of Validity of Proposals

- a) Proposals shall remain valid for a period of 180 days from the deadline of submission of Proposals unless otherwise specified in the **Data Sheet**.
- b) In exceptional circumstances, prior to the expiration of the Proposal validity period, the Client may request Consultants to extend the period of validity of their Proposals. The request and the responses shall be made in writing. A Consultant may refuse the request without any penal repercussions. A Consultant granting the

request shall not be required or permitted to modify its Proposal.

13. Format and Signing of Proposals

- a) Documents establishing consultant's eligibility shall be compiled into a single PDF file. All pages in the document should be serially numbered and an index specifying contents of the Proposal should be populated at the beginning of the document.
- b) Authorized signatory of the Consultant shall sign, either physically or digitally, on each page of the Proposal. This signature should be accompanied by Consultant's official seal.
- c) The financial Proposal must be submitted in the MS excel template provided with the Request for Proposals.

D. Submission and Opening of Proposals

14. Submission of Proposals

- a) Consultants shall submit their pre-qualification (eligibility) documents as well as the technical and financial proposals online.
- b) Online submission of Proposals shall be carried out in accordance with the instructions given under Annexure I.

15. Deadline for Submission of Proposals

- a) Proposals must be received by the Client online on the e-procurement portal and at the address specified in the **Data Sheet** no later than the date and time specified in the **Data Sheet**.
- b) The date of submission and opening of Proposals shall not be extended except when:
 - sufficient number of Proposals have not been received within the given time and the Client is of the opinion that further Proposals are likely to be submitted if time is extended; or
 - the Request for Proposals are required to be substantially modified as a result of discussions in pre-Proposal meeting or otherwise and the time for preparations of Proposals by the prospective Consultants appears to be insufficient for which such extension is required.
- c) In cases where the time and date of submission of Proposals is extended, an amendment to the Request for Proposals shall be issued in accordance with ITC9.

16. Late Proposals

The e-procurement portal does not permit late submission of Proposals.

17. Opening of Proposals

- a) The pre-qualification (eligibility) documents and the technical proposals shall be opened online on the date and time stipulated in the **Data Sheet**.
- b) After due evaluation of the Qualification Information, the Client shall inform the technically qualified Consultants regarding the date of financial Proposal opening by giving at least 3 days' advance notice on the e-procurement portal.
- c) The financial Proposals of only technically qualified Consultants shall be opened.

E. Evaluation and Comparison of Proposals

18. Confidentiality

- a) Information relating to the evaluation of Proposals and recommendation of contract award, shall not be disclosed to consultants or any other persons not officially concerned with the bidding process until the same is published officially on the e-procurement portal for information of all Consultants.
- b) Any effort by a consultant to influence the Client in the evaluation or contract award decisions may result in the rejection of its Proposal.

19. Preliminary Examination of Proposals

- a) The Proposal Evaluation Committee constituted by the Client shall conduct a preliminary scrutiny of the opened Proposals at the beginning to assess the prima-facie responsiveness and record its findings thereof particularly in respect of the following:
 - that the Proposal is complete and duly signed by authorized signatory;
 - that the Proposal is valid for the period, specified in the Request for Proposals;
 - that the Proposal is unconditional and that the Consultant; and
 - any other specific requirements put forth in the Request for Proposals.
- b) Proposals failing to meet these preliminary requirements shall be treated as non-responsive and shall not be considered further for evaluation.

20. Immaterial Non-conformities

- a) The Proposal Evaluation Committee may waive non-conformities in the Proposal that do not constitute a material deviation, reservation or omission and deem the Proposal to be responsive;
- b) The Proposal Evaluation Committee may request the Consultant to submit necessary information or documents which are historical in nature like audited

statements of accounts, tax clearance certificate, PAN, etc. within a reasonable period of time. Failure of the Consultant to comply with the request within the given time shall result in the rejection of its Proposal;

- c) The Proposal Evaluation Committee may rectify immaterial non-conformities or omissions on the basis of the additional information or documentation received from the Consultant.

21. Determination of Responsiveness

- a) The Proposal Evaluation Committee constituted by the Client shall determine the responsiveness of a Proposal to the Request for Proposals based on the contents of the Proposal submitted by the Consultant;
- b) A Proposal shall be deemed to be substantially responsive if it meets the requirements of the Request for Proposals without any material deviation, reservation, or omission where: -
 - i. "deviation" is a departure from the requirements specified in the Request for Proposals;
 - ii. "reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Request for Proposals; and
 - iii. "omission" is the failure to submit part or all of the information or documentation required in the Request for Proposals.
- c) A "material deviation, reservation, or omission" is one that, if accepted, shall:-
 - i. Effect in any substantial way the scope, quality, or performance of the subject matter of procurement specified in the Request for Proposals; or
 - ii. Limit in any substantial way, inconsistent with the Request for Proposals, the rights of the Client or the obligation of the Consultant under the proposed contract; or
 - iii. If rectified shall unfairly affect the competitive position of other Consultants presenting responsive Proposals;
- d) The Proposal Evaluation Committee shall examine the technical aspects of the Proposal in particular to confirm that all requirements of Request for Proposals have been met without any material deviation, reservation or omission;
- e) The Proposal Evaluation Committee shall regard a Proposal as responsive if it conforms to all requirements set out in the Request for Proposals, or contains minor deviations that do not materially alter or depart from the characteristics, terms, conditions and other requirements set out in the Request for Proposals, that is, there is no material deviation, or if it contains errors or oversights that can be corrected without any change in the substance of the Proposal;
- f) Proposals that are not responsive or contain any material deviation shall be rejected. Proposals declared as non-responsive shall be excluded from any further evaluation.

22. Non-conformities, Errors and Omissions

- a) Provided that a Proposal is substantially responsive, the Proposal Evaluation Committee may waive any nonconformity in the Proposal.
- b) Provided that a Proposal is substantially responsive, the Client, being SEEPZ, SEZ authority or authorized representative may request that the Consultant submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Consultant to comply with the request may result in the rejection of its Proposal.
- c) Provided that a Proposal is substantially responsive, the Proposal Evaluation Committee shall rectify quantifiable nonmaterial nonconformities related to the Proposal Price. To this effect, the Proposal Price shall be adjusted, for comparison purposes only, to reflect the price of a missing or non- conforming item or component.

23. Evaluation of Proposals

- a) The evaluation of financial Proposal will include and take into account the GST payable on the services if the contract is awarded to the Consultant. The Consultant is required to include all applicable taxes in its price proposal. SEEPZ SEZ Authority will not be liable to pay any amount in addition to the quoted amount towards taxes.
- b) The Client's evaluation of a proposal may require the consideration of other factors, in addition to the Consultant's financial offer. These factors may be related to the characteristics, performance, and terms and conditions of Consultancy Services. The effect of the factors selected, if any, shall be expressed in monetary terms to facilitate comparison of Proposals, shall be specified in 'Section 4 - Evaluation Criteria'.
- c) Consultants shall be asked to deliver presentation on their technical proposals as per the details provided in the **Data Sheet**. No marks shall be assigned to the presentation. The objective of the presentation round is to have clarity regarding the Consultant's understanding of the scope of work.

24. Right to Accept Any Proposal and to Reject Any or All Proposals

The Client reserves the right to accept or reject any Proposal, and to cancel / annul the Bidding process and reject all Proposals at any time prior to contract award, without thereby incurring any liability to the Consultants for which the Client shall keep record of clear and logical reasons properly for any such action / recall of Bidding process. In case of cancellation / annulment, all Proposals submitted and specifically, Proposal securities, shall be promptly returned to the Consultants

F. Award of Contract

25. Award Criteria

The technically qualified consultant offering the lowest price shall be considered for award of contract.

26. Notification of Award

- a) Prior to the expiration of the period of Proposal validity, the Client shall notify the successful Consultant, in writing, that its Proposal has been accepted. The notification letter (hereinafter and in the Conditions of Contract and Contract Forms called the "Letter of Acceptance") shall specify the accepted contract price. The expected date of award of contract is as stipulated under **Data Sheet**.
- b) Until a formal Contract is prepared and executed, the Letter of Acceptance shall constitute a binding Contract.

27. Other Statutory Requirements

Successful Consultant shall be required to fulfill insurance and other statutory requirements including submission of signed undertakings assuring compliance with the various standards stipulated in the conditions of contract. Failure of the successful Consultant to submit the same shall constitute sufficient grounds for the annulment of the award. In that event the Client may award the Contract to the next lowest priced Consultant, whose Proposal is substantially responsive and is determined by the Client to be qualified to perform the Contract satisfactorily.

28. Signing of Contract

Promptly after notification of Award, the Client shall send the successful Consultant the Contract Agreement. Within twenty-eight days of receipt of the Contract Agreement, the successful Consultant shall sign, date, and return it to the Client.

Section 3 –Data Sheet

The following specific data for the Non-Consultancy Services to be procured shall complement, supplement, or amend the provisions in the Instructions to Consultants (ITC). Whenever there is a conflict, the provisions herein shall prevail over those in ITC

ITC Para Reference	Particulars
ITC 1b)	The Client is: SEEPZ SEZ Authority, Andheri (E), Mumbai 400096 The Method of Selection of Consultant is: Least Cost Selection (LCS)
ITC 1 d)	The intended completion date is 31 st May 2023
ITC 4 b)	In order to be considered for financial bid opening, the Consultant must satisfy the eligibility requirements stipulated under Section 4 – Evaluation Criteria.
ITC6 b)	The official website of SEEPZ SEZ Authority is: http://seepz.gov.in The e-procurement portal is: https://eprocure.gov.in/epublish/app
ITC7 a)	The Client’s address for seeking clarifications is: Office of the Development Commissioner, SEEPZ SEZ, MIDC Central Road, Andheri East, Mumbai – 400096 The email address is: dcseepz-mah@nic.in Queries may also be raised by using the ‘seek clarifications’ option available on the e-procurement portal.
ITC7 b)	The Consultants may submit their requests for clarification no later than 10 days prior to deadline for submission of Proposals.
ITC8 a)	The pre-Proposal meeting shall be held electronically at SEEPZ-SEZ, Mumbai. The web-link to attend the pre-Proposal meeting is as follows: https://seepz.webex.com/seepz/j.php?MTID=m6588207d21296aed463a55cf36df18ef Wednesday, May 25, 2022 12:00 pm 1 hour 30 minutes (UTC+05:30) Chennai, Kolkata, Mumbai, New Delhi Meeting number: 2517 213 7304

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ITC12 a)	No change. Proposals shall remain valid for a period of 180 days from the deadline of submission of Proposals.
ITC 17 a)	<p>The web-address of e-procurement portal is: https://eprocure.gov.in/epublish/app</p> <p>The address for submission of hard copies of technical proposal is: Office of the Development Commissioner, SEEPZ SEZ, MIDC Central Road, Andheri East, Mumbai – 400096</p> <p>The deadline for submission of Proposals is on 7th June 2022at 1600 Hrs.</p>
ITC 17 a)	The Qualification Information shall be opened online on 8 th June 2022 at 1600 Hrs .
ITC 23 d)	The presentations shall be held online using Cisco Webex within a week after opening of the Qualification Information. The specific dates, time and meeting links shall be notified by the client on its websitei.e. http://seepz.gov.in
ITC 28 a)	The expected date of award of contract is 10 th June 2022.

Annexure I - Instructions for Online Proposal Submission

Consultants are required to submit soft copies of their Proposals electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the Consultants in registering on the CPP Portal, prepare their Proposals in accordance with the requirements and submitting their Proposals online on the CPP Portal.

REGISTRATION

1. Consultants are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online Consultant Enrollment" on the CPP Portal which is free of charge.
2. As part of the enrolment process, the Consultants will be required to choose a unique username and assign a password for their accounts.
3. Consultants are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPPP.
4. Upon enrolment, the Consultants will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g.Sify / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a consultant. Please note that the Consultants are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Consultant then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the CPP Portal, to facilitate Consultants to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the Consultants may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
2. Once the Consultants have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the Consultants through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. The Consultant should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF PROPOSALS

1. Consultant should take into account any corrigendum published on the tender document before submitting their Proposals.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the Proposal. Please note the number of covers in which the Proposal documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the Proposal.
3. Consultant, in advance, should get ready the Proposal documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Proposal documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every Proposal, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the Consultants. Consultants can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a Proposal, and need not be uploaded again and again. This will lead to a reduction in the time required for Proposal submission process.

Note: My Documents space is only a repository given to the Consultants to ease the uploading process. If Consultant has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Proposal.

SUBMISSION OF PROPOSALS

1. Consultant should log into the site well in advance for Proposal submission so that they can upload the Proposal in time i.e. on or before the Proposal submission time. Consultant will be responsible for any delay due to other issues.
2. The Consultant has to digitally sign and upload the required Proposal documents one by one as indicated in the tender document.
3. Consultant has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
4. Consultant should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of Proposal submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during Proposal submission time, otherwise the uploaded Proposal will be rejected.

5. Consultants are requested to note that they should necessarily submit their financial Proposals in the format provided and no other format is acceptable. If the price Proposal has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the Consultants. Consultants are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the Consultant). No other cells should be changed. Once the details have been completed, the Consultant should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the Consultant, the Proposal will be rejected.
6. The server time (which is displayed on the Consultants' dashboard) will be considered as the standard time for referencing the deadlines for submission of the Proposals by the Consultants, opening of Proposals etc. The Consultants should follow this time during Proposal submission.
7. All the documents being submitted by the Consultants would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of Proposal opening. The confidentiality of the Proposals is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any Proposal document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/Proposal opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized Proposal openers.
8. The uploaded tender documents become readable only after the tender opening by the authorized Proposal openers.
9. Upon the successful and timely submission of Proposals (i.e. after Clicking "Freeze Proposal Submission" in the portal), the portal will give a successful Proposal submission message & a Proposal summary will be displayed with the Proposal no. and the date & time of submission of the Proposal with all other relevant details.
10. The Proposal summary has to be printed and kept as an acknowledgement of the submission of the Proposal. This acknowledgement may be used as an entry pass for any Proposal opening meetings.

ASSISTANCE TO CONSULTANTS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online Proposal submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

Consultants may avail the free training on the use of e-procurement system as per the

schedule published at the following link: <https://eprocure.gov.in/cppp/trainingdisp>. In case of any further queries, please contact Shri VikramSatre at +91-82865-87409 during office hours i.e. between 10 AM till 6 PM on weekdays.

Section 4 – Evaluation Criteria

This Section contains all the criteria that the SEEPZ SEZ Authority shall use to evaluate Proposals and qualify the Consultants in accordance with ITC25. No other factors, methods or criteria shall be used for the purpose of evaluation.

Assessment of Eligibility

The consultant's eligibility shall be assessed based on the criteria stipulated below. Consultants are required to submit their eligibility details as part of their 'Qualification Information' document. Only those consultants who are found to be eligible as per the stipulated criteria shall be considered for evaluation of technical proposals.

SN	Eligibility Criteria	Supporting Documents
1	Must be a Public Sector Undertaking set up by the Central or State Government to carry out civil or electrical works or other Central/ State Government organisation /PSU which may be notified by the Ministry of Urban Development (MoUD).	Copy of the incorporation / registration certificate along with official gazette clearly indicating the nature and mandate of the PSU .
2	Must possess a valid GSTN and PAN	Copies of GSTN, PAN
3	Must have an average annual turnover of at least Rs. 15 Crore during the past 3 financial years (FY18-19, 19-20, 20-21).	Audited financial statements for the past 3 financial years. Provisional statement shall be accepted in lieu of audited FS only for FY2020-21.
4	Must have a positive net worth as on 31 st March 2021	Balance Sheet / CA Certificate clearly indicating the net worth.
5	Must have completed at least 3 similar assignments as a PMC for constructing iconic buildings for government / public sector clients and the scope of work must include review of statutory compliances. Each assignment shall be of at least Rs. 30 Crore contract value.	Summary of relevant experiences. Completion certificates issued by the clients clearly mentioning the name of the assignment, scope of work, area of the campus, value of the contract, etc. In case the scope of work is not elaborated / area of the campus is not mentioned in the completion certificate, corresponding contract agreement may be submitted.
6	Must have qualified and experienced resources onboard as stipulated under the Key Experts requirement in the ToR.	CVs of the proposed key experts clearly reflecting their qualifications and experience in response to the requirements stipulated in the ToR.
7	Must not be presently debarred /	Self-declaration of not having been

blacklisted by any procuring entity under the central government including PSUs and autonomous entities or bystate governments or by multilateral agencies such as The World Bank, Asian Development Bank, etc.	debarred / blacklisted by any of the entities mentioned in this criterion at present.
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Evaluation Process

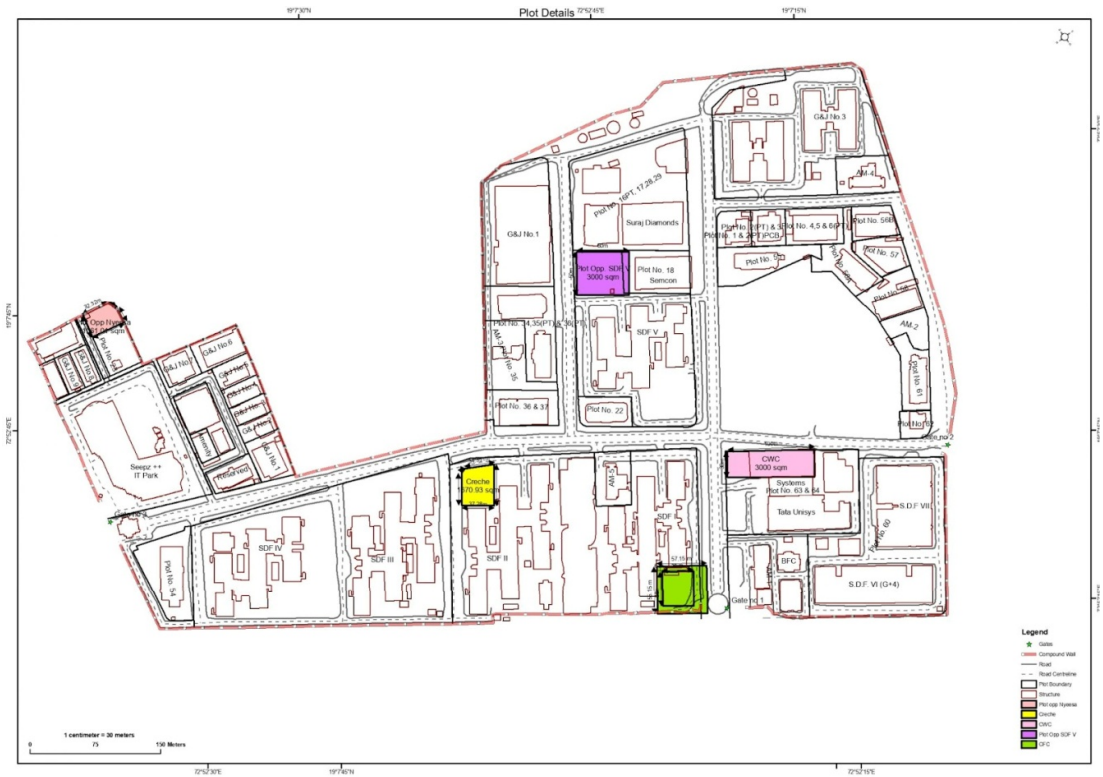
The evaluation committee shall identify the least priced proposal after assessing the financial proposals for their completeness, conformity to the bidding terms and correction of arithmetic errors, if any. The Consultant offering least priced proposals shall be recommended for award of contract subject to its fulfillment of the qualification criteria and other terms specified in the instructions to bidders.

Section 5 - Terms of Reference

Background Information

Santacruz Electronic Export Processing Zone (SEEPZ) was set up on 1st May, 1973 as a uni-product EPZ exclusively for manufacture and export of electronic items. Thereafter vide Notification dated 7.1.2002, the plot area of 11 acres known as SEEPZ ++ has been merged with the SEEPZ SEZ. The basic objective was to accelerate the progress of electronics and gems & jewellery for earning foreign exchange on export on various kinds of hardware/software and gems & jewellery units most importantly, to provide employment.

SEEPZ SEZ is spread over 110 acres of land in the heart of India's commercial capital of Mumbai, is located just 6 kms away from Mumbai's International Airport and 30 kms away from the sea-port. SEEPZ is well connected by rail, road and air with the rest of India. SEEPZ provides comprehensive services and infrastructure support viz. parking space, hotels, restaurant, banking and postal services.



In this backdrop, the SEEPZ SEZ Authority seeks to engage a Project Management Consultant (PMC) for Construction and Commissioning of the Standard Design Factory (SDF) Building Project. The PMC shall be a public sector entity as per provisions of GFR 133(3).

About Standard Design Factory (SDF) Building

The objectives of the New SDF Buildings are to assist the industry to improve its Quality, Efficiency and Reduce Cost, with improved Compliance, Competitiveness and Sales. Focus shall be on Jewellery and Electronics manufacturing. The building design is suitable for large-scale production enabling a wide array of gem & jewelry designers and electronics component manufacturers to establish a production line.

Key Components

- Technical assistance
- Special Economic Zone
- Production friendly building design
- Time to market.
- Cost effective infrastructure
- Product Competitive Environment.
- Organization infrastructure.
- Industry Best Practices

Area Statement

The proposed location of the New SDF Building is within SEEPZ-SEZ, in the prime business locality of Andheri(E) in Mumbai.

Location 01:

Components	Area (in sq. m.)
Plinth Area	100m x 30m
Facility based space allocation	
Co-ordinates	Link
Maximum height of the building	28 m (91.9 ft)
Number of Floors	Basement + Ground + 5



Location 02:

Components	Area (in sq. m.)
Plinth Area	50m x 60m
Facility based space allocation	
Co-ordinates	Link
Maximum height of the building	28 m (91.9 ft)
Number of Floors	Basement + Ground + 5



Timelines

Timeline from inception to foundation (12 months) to commissioning (3 months) – Total 15 months.

Objectives and Scope of Work

The core objective of engaging a consulting firm for this assignment is to Prepare the Scope, contractor, Machinery supplier, review the designs, drawings and related documentation / submissions of Civil, MEP, Machinery & other Building setup along with procurement, installation testing & Go Live of SDF Building setup.

The Roles and Responsibilities of the Project Management Consultant (PMC) shall primarily be:

This includes but not limited to:-

1. Study the Design brief and scope.
2. Verify whether drawings and specifications are in alignment with the intended scope of works/design brief
3. Verify whether the drawings and specifications are executable at site, required materials are easily available or whether there are issues in procurement of any particular materials

4. Verify whether there are any constraints / bottlenecks and or fouling with other scope of works, civil structural members, etc.
5. Machinery procurement, R&D & Tool room setup
6. Value engineering in terms of time, cost, quality and workability.

MEP services includes but not limited to

1. Plumbing and Sanitation,
2. Fire Alarm and Fire Fighting works,
3. Sewage treatment system / Effluent Treatment system,
4. Water Treatment System,
5. Gas and Other Utilities,
6. Electrical distribution System (HT & LT Panelling) DG set etc.
7. Utility Lines from the nearest source till the site in terms of Transformer, VCB, ACB, OCB etc,
8. Ventilation – HVAC, Compressed Air Lines,
9. Solar Utilities

Contract Management and Bill certification for all the works executed at site (Civil, MEP, Machineries and other services and utilities), preparation of the bid / contract documents of the consultants / contractor. Thereafter the brief to various contractors, agencies involved etc. to the final commissioning of the project. The PMC shall, for all practical purposes, ensure the project control over Safety, quality and cost.

In general, PMC will coordinate the integration of all civil and MEP vendors and their services to control the total process from project preliminary design through to implementation, handing over and post construction till the start of Production, and PMC will perform this to the best of its ability to achieve the following goals, measured by relevant indicators

1. The satisfactory operation of the building when completed.
2. Respect of SEEPZ-SEZ project time schedule and budget.
3. Respect of the objectives with regards to the operating performances.
4. The proposal of objective solutions.
5. To check and demonstrate the conformance of Quality standards, designs and drawings
6. Resolve technical issues / cost gaps.

The Buildings should reflect SEEPZ-SEZ values and respect for the environment. PMC shall be responsible to meet the Safety, Quality and cost budget targets set by SEEPZ-SEZ in doing so, PMC shall deploy a Competent and flexible Project organization structure and appropriate Man-Month deployment schedule.

The PMC shall not make commitments on behalf of the SEEPZ-SEZ Authority without prior written approval. In the event that SEEPZ-SEZ Authority issues a verbal instruction or direction to the PMC, such instruction or direction shall be noted in some form of written documentation including meeting minutes, request for information, faxes, memo, letter or some other written format. However, any commitment that affects the project cost or schedule shall require SEEPZ-SEZ prior written approval.

Part A - Building Set up:- The scope of work is divided in three phases, i.e. **pre-construction stage, construction stage** and **Post construction phases** as given below:

A.1 Pre-construction stage

Development of Project Charter

Project Charter stage involves finalization of project scope & objectives, package bundling, conceptual design, consultant and team and setting up of communication matrix and defining procurement strategy. It essentially involves:

- Finalization of Consultants
- Bundling of Packages
- Contracting Mode Decision/Plan
- Communication Matrix Finalization
- Prepare Phasing & Execution Strategy-Logistics & Temporary Structures **Design**
- Design stage includes providing suggestions, recommendations, and inputs about various aspects of the project design.

The design stage involves:

- Lead Value Engineering Exercise with reference to Design efficiencies (Architectural, Structural & MEPF).
- Graphical Presentations on Design Inputs
- Finishing Matrix Finalization
- Implementation of Drawing Transmittals process & Maintain Drawing Register.
- Attend & organize project coordination meetings with the Client and Consultants

Tentative Project Schedule (Geotechnical Survey & Design Consultancy shall be supported by SEEPZ, SEZ Authority)

SN	Deliverables	Tentative Timeline
1	Finalization of Project Management Consultant	10 th June 2022
2	Contractor of Building after Design Finalization	15 th September 2022
3	Completion & Handing Over	25 th April 2023

Due to the time constraint PMC has to plan accordingly with minimum time slippage.

Compliance with Government Statutory Laws

The PMC is to closely monitor compliance to relevant statutory provisions such as the General Financial Rules (GFR), Manuals of Procurement of Goods, Works and Services, EHS regulations, Environment Protection Act, etc. These statutory compliances need to be monitored in light of the following activities carried out in the New SDF Building Project:

It is clarified that MIDC is the Special Planning Authority and at present the height stipulation is indicated as G+28 which needs to be confirmed. If necessitated there may

be need to explore possibility of relaxation of the vertical ceiling with Ministry of Civil & Aviation / DGCA and in the event of such possibility the piling / foundation to be factored accordingly. However, for speed of construction it is proposed to have a G + 5/6 structure with one level /two level basements appropriate.

- Drawings and specifications for construction of the New SDF Building Project
- Engagement of architects and other consultants
- Machinery procurement, R& D & Tool room setup
- Procurement of MEP services including:
 - Plumbing and Sanitation
 - Fire Alarm and Fire Fighting works
 - Sewage treatment system / Effluent Treatment system
 - Water Treatment System
 - Gas and Other Utilities,
 - Electrical distribution System (HT & LT Paneling) DG set etc.
 - Utility Lines from the nearest source till the site in terms of Transformer, VCB, ACB, OCB etc.
 - Ventilation –HVAC, Compressed Air Lines
 - Solar equipment
- Packaging of tenders in different lots
- Preparation of bidding documents and contracts
- Preparation and finalization of the Vendor/Bidder Directory
- Finalization of the pre-qualification criteria for selection of contractors
- Evaluation of bids and recommendation for award
- Contract negotiations
- Environment, Health and Safety assessment
- Construction activities
- Payments to the contractors and maintenance of relevant documentation
- Fire NOC/ BCC / DISH (Department of Industrial Safety & Health) and other statutory compliances applicable.
- MPCB (Maharashtra Pollution Control Board) statutory approvals to be coordinated

Planning

The planning stage is related to creating a structure for project completion by identifying critical milestones and budgeting for future project requirements. The stage includes:

- Milestone scheduling
- High-level budgeting

Contracts Management & Procurement

- Detailed Tender & Request for Quotation (RFQ) Preparation
- Coordinate with Client/Consultant for RFQ & Tender preparation.
- Prepare & Finalize Vendor/Bidder Directory

- Provide advice, assistance and recommendation on the pre-qualification criteria
- Floating Tender & RFQ to agreed vendors & contractors
- Assist the client as requested in bid analysis
- Provide advice on any packages that are required to be re-tendered
- Negotiate works contracts
- Preparation of Issue of LOI/LOA/WO/Agreement
- Prepare/Track/Monitor the Tender/RFQ Schedule & highlight the Critical Procurements to keep the project on Schedule.
- Co-ordination with client & contractor for procurement
- Co-ordination with Consultants/Vendors for procurements -with reference to Technical Specifications.

Descriptions of each module are as follows:-

I. Project Development Strategy: -

Discuss and understand SDF Building project development strategy including Project Schedule, budgets, design specification, Quality, Environment, Health and Safety requirements.

Establish all the necessary project parameters and work out the detailed program of work that coordinates and integrates project activities in the form of a PERT/CPM chart, controlling and guiding the various operations involved in the project in a predetermined time frame to ensure timely completion of the project.

Sequencing of works to facilitate, design-delivery, pre-qualification, bidding and awarding of contracts, taking into consideration such factors as time of performance, sequencing of the performance, availability of labour and overlapping of work.

Preparation of a coordinated Master Schedule which includes all the contractors working at site and the equipment and machinery suppliers, etc. Preparation of Procurement Schedule.

II. Appointment of Contractors and Agencies for the Project

Preparation of Tender Documents for appointment of Consultants / Contractors / vendors for the Project proposing and discussing the Evaluation Criteria. Preparation & Review of General Contract conditions & Special contract conditions carrying out Review of the Designs and Drawings prepared by Civil & MEP consultant & contractor (GFC) works and services including but not limited to Civil, Electrical, Electric HT & LT work and Electrical Distribution System Ventilation -HVAC, Compressed Air Lines Plumbing and Fire Fighting and Storm Water Drainage Gas & other utility Lines Solar Rainwater Harvesting etc.

Landscaping External: -

1. Development of plot/ site
2. Laying of Transmission/ Gas and other utility lines from the nearest source till the site
3. Preparing "PMCs' Evaluation Report" and Recommendation to SEEPZ-SEZ Authority
4. Preparing & discussing the Design Brief & Delivery Schedule with the Design Consultant, & present to SEEPZ-SEZ Authority

5. Similarly assisting in appointing other necessary agencies in consultation with architect, service consultant & SEEPZ-SEZ Authority
6. Proposing types of contracts and packaging strategies.

III. Planning/Design Management:

Discussing:

1. Regulatory/Building norms & approvals
2. Planning Options
3. Design Options
4. Construction-technology Options
5. Materials' availability and Options
6. EHS Policy
7. Establishing the Design-Brief in coordination with consultants and SEEPZ-SEZ Authority.
8. Establishing preliminary project-estimates
9. Planning delivery schedules for Design, Design Review and other agencies associated
10. Supervise and monitor the progress of Design
11. Planning Project/Regulatory Approvals
12. Managing detailed planning and design delivery, tender documents, etc.
13. Value-engineering workshops and incorporation.
14. Harmonizing Material Specifications.
15. Managing, controlling, and Coordinating BOQ, drawings and Tender Preparation.
16. Verify the Bill of Materials and it's costing,
17. Propose relevant raw material purchasing strategy in order to prevent cost increase.

IV. Project Management

Organizing "Inception Workshop" with all stakeholders, Establishing Communication Protocols-including schedule of regular review meetings and reports, Establishing Codes/Standards to be followed. PMC after evaluating the needs and requirements of the Project shall determine suitability of available software packages on the project as a primary scheduling and management tool, which will provide some degree of flexibility and exposure to competing technologies to:

1. Develop the Master Schedule for the Project
2. Develop the Master Budget for the Project
3. Establish a list of all deliverables associated to Project schedule
4. Develop cash flow projections for the project in consultation with the SEEPZ-SEZ Authority.
5. Track actual progress against scheduled progress
6. Warn of impacts on the schedule and project cost of various eventualities; like the effect on the timing of downstream activities due to delay in a particular activity.
7. Determine whether the Contractors' estimate of resource requirement is sufficient to achieve the Contractors' schedule.
8. Produce graphic outputs for use in fortnightly Progress Reports.
9. Coordinate with a Design consultant/Architect.
10. Preventive, proactive project management regarding technical issues, government, legal & labour regulations

The monitoring and reporting activities will be so designed and interlinked as to constitute a Comprehensive Management Information System and the data collection will focus on the aspects of activities, time, resources, Quality and cost. The reporting system will provide for the identification of actual bottlenecks and potential problem areas. This will encourage forward planning and allow initiation of corrective measures (e.g. reallocation & augmentation of resources) before serious delays occur.

V. Close Coordination with all stakeholders:

PMC will provide an interface among all the agencies involved in the project and SEEPZ-SEZ Authority. PMC will also ensure that the:

1. Designs conform to the agreed design-program.
2. Specifications are correct and best in the industry and are within the budget.
3. Follow the bye laws and conditions laid down by the statutory bodies
4. Close Contact shall be maintained by PMC with all the agencies right from the start to ensure that the designs conform to the design programme prepared by SEEPZ-SEZ Authority, follow the bye laws and conditions laid down by the statutory bodies and are within the cost parameters. Preparation of submissions and obtaining statutory approvals from the local enforcing agencies will also be closely monitored so that the construction work can start as per programme. SEEPZ-SEZ Authority will be kept apprised of the progress all along.
5. Design Consultant shall be encouraged to provide multi-options and detailed design-calculations, to facilitate Design Review / Value-engineering input.
6. Visit to contractor/supplier place if necessary to expedite the work, to check the quality of supply etc

VI. Value Engineering:

PMC shall provide Value-engineering inputs constantly during this phase, as per the established practice. Life-cycle costing, where applicable, will be used as a tool for evaluating various options

VII. Change - Control Management system:

PMC to devise a Change-control Management procedure and the same shall be explained in detail and suitable training will be provided to all stakeholders. It is recognized that this training may have to be provided at more occasions than one, during the project span.

VIII. Environment, Health and safety

PMC will work out an appropriate Environment, Health & Safety System suitable for this project adhering to Government of India's EHS statutory requirements. While working out this, PMC will take following steps:

1. Establish EHS Policy
2. EHS procedures and Formats
3. Provide Training to all Stakeholders
4. Monitor Performance on EHS and Retain
5. Prepare and share Compliance Reports at a given intervals

6. Ensure that the Non –environmental friendly products are not used/specified by any of the associated agencies

IX. Quality Assurance and Control:

PMC shall prepare a Quality Assurance Manual for extensive usage during the implementation phase of the project. The objective of preparing the Quality Assurance Manual shall be to evolve guidelines for supervision and monitoring etc. so that the quality of all construction work is assured. The Manual, once ready shall be used for reference by the Design consultant, Contractors, SEEPZ-SEZ Authority and other necessary agencies involved in the project. The Quality Assurance System shall primarily focus on :-

Scope and nature of works

1. Control of materials, works and workmanship prepared in Consultation with the Design consultant
2. Site organization of the contractor, Design consultant and other required agencies
3. Item wise description of work including methods, materials and specifications.

The development of the quality assurance system covers the concepts of statistical quality control during the process of production and acceptance inspection after production and during execution of works.

While the quantum and nature of work can be assessed fairly in detail at the pre-commencement stage, the available resources can be properly assessed only on finalization of a detailed work programme and method of works by the Contractor. In view of the above, it is suggested to evolve, in discussion with the contractor, at the time of finalization of contract document a Quality Assurance System, considering the quantum of work and this will finally form the basis for preparation of Final Quality Assurance System, to be adapted on a day-to day basis.

In this process, the PMC will check the Contractor's own quality control arrangement and will assist the Contractor to set up a site quality control laboratory. PMC shall also assist in close coordination with the third-party quality inspection agencies, if any, appointed by the SEEPZ-SEZ Authority.

X. Pre-Qualification and Identification of Contractors

1. Develop procurement strategy suited especially to the project in consultation with SEEPZ-SEZ Authority.
2. Develop pre-tendering process
3. Develop procedure & procurement-program
4. SEEPZ-SEZ Authority directed the imported material's strategy.
5. Evaluate suitability and sustainability of all prospective vendors
6. Contract packaging
7. Establish criteria for contractor's pre-qualification
8. Identify potential contractors, Pre-qualify them and recommend to the client

PMC shall assess in close coordination with the SEEPZ-SEZ Authority and Design Consultant, suitable prospective Contractors for the project by giving recommendation on basis of the match of credentials submitted by them, to the finalized procurement strategy and as per procedures laid down and on the basis of the PMC's experience on suitability of

the contractor. PMC will recommend issuing Tender documents to the prequalified contractors.

PMC shall evaluate various options/alternative procurement strategies at this stage and after finalizing the procurement strategy, contract-packaging shall be decided and most suitable strategy shall be adopted, in consultation with SEEPZ-SEZ Authority and Design Consultant-GC contractor Typical decisions at this stage shall cover Conventional item-rate Contracts or Lump sum Contracts.

XI. Tendering and Award of Work (For all the agencies to be appointed)

1. Market-rate analysis & preparation of Shadow Budgets
2. Analyse and recommend options of contract splits
3. Establish selection criteria for contractors
4. Floating the tenders
5. Organize pre-bid meetings
6. Clarify queries raised by the Contractors along with the design consultant.
7. Scrutinize the bids of various contractors, prepare bid evaluation report, attend price negotiation meeting and recommend the most suitable contractor for award of work for various contract packages
8. Finalizing the Project Budgets
9. Establishing Change-Management Protocol
10. Including spares and maintenance options in contracts
11. Putting SLA (Service level indicators) for key contracts

A.2 CONSTRUCTION STAGE

Execution: The execution stage involves setting up work methodologies, defining SOPs and taking care of implementation aspects of a project at hand. It involves handling the following aspects:

Microfi-level Scheduling

- Using Scheduling Tool- MS Project, Primavera, Excel Base
- Defining Detailed Floor Wise Activity Schedules (Plan vs Actual)
- Graphical Schedule on Outer Activities
- Tracking delays & Critical Activities

Site Execution Approach

- Onsite Checklist Implementation • RCC Activities execution Checklist
- Finishing Activities execution Checklist
- MEPF Package execution Checklist
- Coordination & Supervision of daily works.
- Vendor & Contractor Management.
- Work front availability & planning.
- Ensure works are carried as per the Quality & Safety standards.

Quality

- Ensuring compliance of Quality Assurance Plans & Quality Plan
- Implementation of Detailed Quality Field Checklists

- Witness Verification-approval of for Third party Field & Lab Tests, Testing & Commissioning
- Carry out & conduct Quality walk/Quality Visits/Quality Meeting/ Audit.
- Mock Up Creation/ Recommendation & Approval by Client.

Safety (If Core Safety implementation in PMC scope & Separate resource deployed)

- Ensuring compliance of Safety Plan
- Implementation of Safety Checklist & Work Permits Process
- Tool Box Talk
- Carry out & conduct Safety walk/ Safety Visits/ Safety Meeting/ Safety Audit.

Monitoring Detailed Budget & Cash Flows

- Preparation & Compilation of Detailed Budget
- Cash Flow Preparation with respect to incurred cost
- Implementation of Change Request Processing
- Incorporation of All approve change request. (Design/Cost/Time)

Material Requisition

- Preparation of Material Requisitions- Material procurement support – with monthly and quarterly look ahead schedules.

MIS & Reporting (Daily/Weekly/Monthly)

- Resource Deployment (Plan vs Actual)
- Project Progress (Plan vs Actual)
- Material Tracker
- Safety Matrix
- Delay Matrix
- Site Photographs
- Daily Quality Observations (Quality & Safety)
- Sustainability: Green Reporting-IGBC-Co-ordination (If in Applicable)
- RERA/ Chartered Accountant Co-ordination if applicable with reference to data readiness & documentation.

Meetings

- Preparation of Agenda & MOMs
- Every Week Site Meeting
- Monthly Project Control Group Meeting

Billing & Invoicing

- Certification of Quantity Sheet as per executed Site Measurement.
- Tendered Basic rate/ Free Issue materials management & recoveries as per contract.
- Any Variation to be approved vide Change Request Form & take approval of consultant/Client.
- Coordination & Assistance for Statutory & Labour Compliance-Pre-Check by PMC - for Billing Coordination with Vendor/Labour Consultant for the same.
- Ensuring the Contractual conditions are complied with.
- Payment Certification as per approved Contractual obligations

- Preparation of Cash Flow- Monthly/Half Yearly.
- Data Management -Bills received/ Certification & Processed.
- Maintain-Bill registers.
- Adhering to the agreed Billing & Payment Cycle.
- Coordination with Accounts & Finance for release of funds.

Construction stage covers Risk Management and Site Management Services during execution of works until and including production start. The following elements are covered under the construction stage.

a. Value Engineering Description

1. Identify objectives of value-engineering in consultation with the _____ for each element
2. Examine in detail and prepare opportunity cost option for the project
3. Organize maximization of the opportunity cost option by balancing time, cost and quality
4. Advise clients on long-term savings even though these may lead to higher initial cost. This will be based on life cycle of each infrastructure work and building options

b. **Cost Management**

Right from the stage of the award of work to the selected Contractors/vendors/agencies, the PMC will determine financing requirements, cost modeling and proving of cost parameters via consideration of alternatives and testing of the model, through comprehensive cost control and reporting. PMC will strive to ensure maximum value for money and security of cost.

c. **Set up cost control procedures**

The PMC will develop the customized cost control procedure. This will be done by reviewing expenditure made vis-a-vis the physical progress of work or payment made. If there is any likely overrun, the PMC will alert SEEPZ-SEZ Authority in time.

d. **Scrutiny of Bills & Issuing Certificates**

The PMC will scrutinize the bills as per terms of contract and quality certificates and issue certificates for payments. PMC will ensure that the bills certified are for the work done as per contract/specifications and requirement.

e. **Finalization of Extra Item Cost**

The finalization of extra items will be done based on the project requirement and duly authorized by SEEPZ-SEZ. The rate for extra items will be based on the rate for similar items in the contract or to be analyzed as per the market rates. PMC will devise a suitable methodology for finalizing the extra items as per the prevailing condition in Indian market

f. **Identify the cash flow requirement**

The PMC will identify the cash requirement per month in the project based on work programme of the contractor, The look-head cash flow requirements for the next six month need to be workout by PMC

g. **Review of Cost Control**

The periodical review of cost incurred and to be incurred will be carried out to effect the cost control and revised costing will be done if required. Suitable software for cost control will be used.

h. Programme Management

This will consist of identification of all linked and critical activities from inception to completion of the project, in order to examine influences external to and thus, outside the control of the project thereby integrating the same with the risk management process.

The scope of services towards project monitoring shall be as follows:-

1. Identify the key activities in detail, and the critical path
2. Prepare periodic review reports of the entire set of activities so that the problem areas can be identified and timely corrective action taken.
3. Hold periodical site monitoring meetings and issue minutes thereof
4. Render monthly progress reports to the SEEPZ-SEZ, which will comprehensively cover the progress and quality parameters. Upgrading the PERT programmes, cash flow requirements and the expenditure incurred till date, the revised project cost, hindrances, if any, and any other relevant matter.
5. Program Management will also provide comprehensive and integrated general and technical management and operations support services that are required to operate a program of work and to produce a complex facility through execution of a number of closely related tasks/projects.

i. Program Management and Control

The main focus will lie on

1. Project Control system
2. Preparation of Programmes, Project Control
3. Program Change
4. Program Reporting
5. Proper Project control function will ensure the ability to balance and meet the requirement of SEEPZ-SEZ Authority.

The Project Manager, along with Project Control Manager will regularly monitor the baseline Master Schedule with the help of "MS Project"/Primavera and cost budget against actual progress in overall program and project element implementation to ensure early detection of deviations from targeted goals and plan and the formulation of recovery plans.

The program control also includes the following components:

1. Change control
2. Resource optimization
3. Interface with other organizations
4. Cost Control with raw material focus
5. Accounting Control
6. Reporting
7. Technical design criteria
8. Quality control Procedure
9. Record keeping / Documentation Management

Following tools will be used to manage and communicate information and tasks:

1. Posting of all procedures and policies
2. Library of control documents/specification/records of negotiations
3. A master project schedule with hierarchically arranged milestone listing and critical path extracts
4. Management of the financial resources
5. General Review on design including archiving of CAD files, Shop drawings and as-builts, Operating and Maintenance Manuals
6. Executive reports, summaries and other essential information to assist decision makers all levels throughout the Project.

Scheduling with Master Project Schedule (MPS), linking with budget for cost control. Work plan updated on a monthly basis based on information available from the Contractor.

The MPS will be developed for accomplishment of following:

1. Monitor, Manage and report Project status
2. Compare Progress with Schedule
3. Determine Variance
4. Compare costs to take corrective action

j. Contracts Administration Support Contracts Preparation

1. Claims and dispute resolution and settlement
2. Inter-contract and Inter-discipline construction integration
3. Records of correspondences and preparation of suitable contractual correspondences during project execution.

k. Design Management

1. Design meets established project requirements
2. Design meets local Bye Laws
3. Established project requirements
4. Site conditions have been appropriately recognized
5. Reasonable design paths have been explored
6. Added value Engineering
7. That adequate supporting documents available to define the design validation
8. Design change control

l. Construction Technical Audit

PMC's team provides document, cost and schedule audits that includes:

1. Performance by contractor on milestone progress on monthly basis. Quality assurance of performance standards.
2. Review of Shop drawings.
3. Review of Jobsite meetings
4. Inspection services
5. Material testing as per approved QAP.
6. As built drawings Vs issued for construction drawings.
7. Maintain Third party audit reports

m. Risk Management

PMC's team will formulate the risk management plan to identify potential risks, set criteria for rating risk levels, and set procedures for responding to and monitoring risk response. Such a risk matrix template will be presented to _____ within 2 weeks after contract signature and will be systematically included in the monthly report.

n. Contractual safeguard

Support will consist of rendering timely advice and taking such measures that project interests at all stages of the contract. For this the PMC will provide the following services:-

1. Check the Approval consultant timely approvals from statutory bodied at all the stages of the project
2. Strive to provide all support needed to avoid litigation
3. Provide formalized and well drafted contracts and agreements
4. Appraise SEEPZ-SEZ Authority regarding seeking of legal advice pertaining to the project during the currency of the project , if required

o. Setting out for work

The PMC shall check all setting out data and laying of construction lines, levels and layout so as to ensure conformity of the contract. A report for the same shall be submitted at the onset of all the packages.

p. Review and recommend contractor's work schedule, inputs and methods

Review contractor's work schedule, revisions thereto if any, and any such plans or programmes that the contractor may be obliged to furnish.

PMC shall Assess the adequacy of all inputs such as materials and labour provided by the contractor and his methodology of working and techniques proposed in relation to the required rate of progress and when required , take appropriate action in order to expedite the progress. Regularly update the list of contractors equipment and its condition so as to ensure compliance with the contractors commitment in his bid

Check comments and advice and approve contractors' shop/working drawings and fabrication drawings. Review the audit reports of the third party agencies and recommend/implement the proper solution based on the observations on the audit report.

q. Supervision and Monitoring of Construction Work

PMC shall develop and compile guidelines and methods (in the form of a Construction Supervision Manual) for construction supervision. This manual shall include and describe duties and responsibilities of the PMC, Design Consultant and Contractor's staff, procedures of communication, interaction between the SEEPZ-SEZ, PMC, and the Contractor, as well as in-house functioning of the PMC's staff.

PMC shall provide timely assistance and direction to the contractor in all matters related to the interpretation of the contract compliance and progress of the project. The PMC shall organize supervision and monitoring of works with proper allocation of responsibilities to personnel. PMC shall issue 1 week after signature of this contract, a list of key personnel (names) with a second solution in case of replacement.

r. Maintain Record of work

- Prepare and maintain inspection and engineering reports, records of work and adequately document the progress and performance of all works.
- The status of the progress, deployment of manpower and equipment, cash flow, bottlenecks, hindrances shall be reported in a fortnightly progress report
- Timely communication to the designer based on the site condition to change the drawings accordingly and ensure revised drawings are issued at the site for construction as per requirement.

s. Measurements and certification of payments

- PMC shall review, approve, process, check measurements, scrutinize and certify all the contractors' bills including the running and final bills.
- PMC shall jointly check and scrutinize the measurements of the work carried out by the contractor and maintain the records. All material reconciliation is to be done as per the progress of the works at the site.
- PMC, in consultation with his and contractors' quality control engineers, shall ascertain that the works are carried out as per specifications and with required quality.
- PMC shall ensure that the work is executed in line with SEEPZ-SEZ specification requirements and holds responsibility to provide SEEPZ-SEZ a fully operational plant with all services facilities.

t. Project coordination

- Maintain effective liaison among SEEPZ-SEZ Authority, contractors, design consultant and all the agencies involved in the contract to ensure proper coordination and timely exchange of information and to ensure smooth working
- Identify the critical activities of various contract packages and monitor the progress and sequence of works of various agencies and trades for coordinated and harmonious construction
- Achieve the same by conducting regular project coordination meetings with all the design consultants, contractors, and SEEPZ-SEZ Authority. The records of discussion of the meeting shall be communicated to all concerned for incorporation updating and monitoring
- Organize special audits, as may be required by SEEPZ-SEZ Authority authorities.

u. Project coordination & cost Monitoring

- Monitor and update progress on the basis of the establishment program and initiate all actions to correct delays, if any, to complete the project within the agreed time frame by taking appropriate actions and advising the contractor and SEEPZ-SEZ Authority for the remedial measures to be taken for making up the delays.
- Conduct weekly site meetings to review project performance and initiate actions to sort out bottlenecks and shortfalls in qualitative aspects and preparation of minutes of meetings, distribution to all concerned and follow-up leading to action.
- Manage materials to be supplied by SEEPZ-SEZ Authority, if any and initiate the processing of the placement of orders.
- Keep track on the cost of the project and maintain effective control on the project-cost, on a continuing basis
- Daily project monitoring through DPR'S, Site photographs and pictorial representations.

- Prepare a project cash flow requirement, monitoring the project cost parameters and recommend steps for effecting proper cost control to avoid cost overrun.
- Keep a check on the quantity overrun and variation in the quantity, its cost implications, extra items and its effect on the cost of the project and project the same to SEEPZ-SEZ. Advise SEEPZ-SEZ on all matters related to variation and extra claims; make necessary recommendations
- Administer all contracts including preparing of deviation orders and their valuation as approved by SEEPZ-SEZ, resolving differences & disputes, if any

v. Quality Management Services

Strict vigilance shall be maintained as regards the quality of work, workmanship and the materials being used, site organization of the contractor method of work etc, in accordance with the quality assurance manual. The PMC will supervise the construction work to ensure the adherence to the drawings prescribing high standards of quality and timely completion of the project.

Conduct random sampling in stages during construction production to be able to get an early indication of the quality parameters before they are covered up or obscured by further processing and construction. This may involve the process of quality control to be affected simultaneously in the acceptance, sampling and testing.

- PMC shall check the contractor's quality control management and will assist him to set up a site quality control laboratory for routine field tests.
- PMC shall issue the orders as required for conducting special tests of materials and completed works for ascertaining quality removal of improper materials works and submission thereof
- PMC shall check and verify materials to be included in the construction by getting the required test done to ensure conformity to specifications as laid down in the contract documents. For finishing items, approval of the SEEPZ-SEZ Authority as well as the Design consultant will be obtained where necessary contractors will be asked to prepare necessary steps before the final decision PMC shall ensure and see that the same quality of the material and work executed is maintained throughout by carrying out regular tests.
- PMC shall check and approve Contractor's shop drawings and fabrication drawings.
- PMC shall also ensure effective quality control and progress of fabricated/bought out items, if required by visiting workshops/offices of the various Indian Manufacturers/suppliers
- PMC, in full coordination with third party agencies, ensures that the audits are performed wherever required and audit observations are implemented by the contractor / Consultant suitably.

w. Trial Runs, commissioning and snag list

- Conduct the trail and Run of all machineries not limited to electrical power, water, sewer etc. as required occupancy of building
- Preparation of snag list defect list and rectification get done through contractor

x. As-built Drawing and Operation Manual and other documents

- PMC will obtain all completion drawings/documents from contractors, architects and design. PMCs after checking authentication will submit the same to SEEPZ-SEZ Authority
- PMC shall obtain AS BUILT Drawing and operation & maintenance manuals from agencies and shall review approve and hand over to SEEPZ-SEZ Authority
- A project completion report shall be submitted to SEEPZ-SEZ Authority covering the overall information of the project, various contract packages, contractor status of all the contract packages in terms of period and cost, time and cost overruns if any and quality controls carried out.
- PMC will ensure that warranty/Guarantee certificates are issued along with the materials and the same will be properly maintained and handed over to SEEPZ-SEZ Authority

A.3 POST-CONSTRUCTION STAGE

Closure

The closure phase involves handing over the completed site with all the documentation and documenting the learnings and outcomes from a project. The stage involves:

Snag List & Handover Checklists

- Punch Points & Snag Lists Preparation
- Checklist Handover

Final measurement verification & certification of executed works in total.

- Settlement of Variations & extra claims as per the contract conditions & getting it approved by consultant & Client.
- Close & settle the Final Bill with vendors/Contractors.
- Obtaining No-Claim Certificate.

As Built Drawings coordination:

Co-ordination for preparation of As-Built Drawings with contractor/Consultant Verification & Sign Off.

Project Value Engineering & Learning

- Value Engineering Summary
- Project Experience & Case Study

POST CONSTRUCTION PHASE : During this phase, the activities are likely to be as follows

1. Settlement of all accounts of the contractors.
2. Reconciliation of materials supplied to the contractors, if any
3. Ensuring SEEPZ-SEZ, rectification of defects by the respective contractors during their liability periods.
4. Preparation of Project Completion Report and Close out report which shall contain all technical and financial information of the project.

5. Assemble all guarantees, warranties, as built drawings and O&M Manuals etc., to be signed off by the architects and consultants.
6. PMC shall compile reports based on best practices adopted and lessons learnt during the execution of the Project.
7. Any consultancy activity not specifically mentioned below but required to complete the project is deemed to be included in the scope of work.
8. To ensure proper performance of all activities regarding construction of the projects, the PMC shall have his office at or near the Projects site and shall have the required dedicated personnel stationed there after the approval of SEEPZ-SEZ so that they are available for interaction all the time. No site personnel shall be transferred/ withdrawn without the consent of the SEEPZ-SEZ. Similarly prior to induction of new personnel on the Project site, the approval of SEEPZ-SEZ shall be obtained. Also in the event personnel of the PMC is not discharging his responsibilities and duties or is found incapable for the tasks allotted to him, SEEPZ-SEZ shall instruct the PMC to withdraw such personnel from the project Site within a mutually agreed time frame.
9. PMC shall review the strategic planning and time management of the project from time to time. This will consist of continuous appraisal and revision of the framework of the project and the project process as and when required so as to achieve the desired objective in the most efficient and economical manner.
10. The PMC shall exercise all reasonable skill, care and diligence in the discharge of its responsibilities and shall exercise such superintendence and inspection to ensure that the works are carried out in conformity with the contract provisions
11. The PMC shall ensure that the works are completed in all manners as per the quality, standard and within the budgeted cost & time. Failure to adhere to the completion date of works at any of the sites of work shall entail imposition of Penalty on the PMC.

REPORTING SYSTEM:

Monthly Progress Report and Weekly Progress Reports

Site Documentation:

- All Documentation mentioned is to be maintained by Contractor. These should be checked by PMC on a Daily/ Weekly/ Monthly basis and obtained and collated on completion of the Project from the Contractor and handed over to SEEPZ-SEZ as required.
- The monitoring of the project shall be carried out by PMC in the following manner: -
- Weekly site Meetings The primary objective of site meetings is to monitor the progress of the project, spot causes for delays and advise remedial measures to ensure that works are accomplished as per schedule.
- Detailed minutes of the meeting will be prepared covering all the aspects of Contractor(s), PMC and their responsibilities
- The Periodic Project Monitor PMC will send daily progress reviews to SEEPZ-SEZ highlighting the status against the plan, snag, catch up plan, EHS issues, etc. on a daily basis.
- PMC will send a detailed weekly report to SEEPZ-SEZ. This report will also identify bottlenecks and highlight actions required to be taken by the concerned parties.

- Cost Management PMC will carry out proper planning and analysis of the cost parameters to ensure economy, without compromising the functional efficiency and report projects costs and financials so as to budget and fund the project.
- Risk Management shall highlight and report the project risks in the agreed formats so that mitigation plans can be deployed immediately.
- The SEEPZ-SEZ Authority can decide from time to time to add & modify.

Site Documentation:

PMC shall evolve a comprehensive documentation system and ensure that it is maintained accordingly to keep track of materials, labour, testing, quality, equipment, progress, standards etc. The following logs, for example, will be specifically maintained (depending upon the Procurement Strategy adopted).

1. Muster Roll: To record daily attendance of laborers of each category, for the calculations of their wages.
2. Labour Register: To record the daily deployment of workers of each category at various locations in the site. This is helpful in monitoring any labour shortages, which might lead to future delays.
3. Material Register: To record the daily receipt of material at the site. This is maintained separately for each supplier.
4. Stock Register: It contains entries from the material register, and is used to maintain the overall inventory of material at the site.
5. Material Testing Register: To record the test-results of every incoming fresh stock of material e.g. Cement, Sand, Coarse Aggregate. This is helpful in maintaining the consistency of quality.
6. Cube Testing Register: To record the results of Lab-tests performed on concrete. E.g. Cube strength at 7 days and 28 days curing, workability by slump test, etc.
7. Cement Register / RMC Register: To record the number of cement bags issued every day, and also the purpose and location where they are to be used.
8. Asset Register: To record the number of fixed assets present at the site, e.g. Concrete Mixers, Vibrators, Steel Shuttering Plates, Welding Equipment, Generators, Pumps and Misc. Tools & Plant (T&P).
9. Daily Works Register: To record the daily progress of work by taking note of the particulars of the work, its location and the quantity executed. This is helpful in monitoring the progress as per schedule.
10. Measurement Book: Its format is similar to that of the Daily Works Register, but instead of recording the daily progress, it records the overall quantity of work done over a certain period. It is mainly used for the purpose of billing.
11. Bar Bending Schedule: To record the details of the RCC, structural elements e.g. beam, slab, columns and the details of the steel reinforcement (no. of bars, diameter, length, placing, etc.)
12. Concrete Pour Card: To record the details of concrete poured in a RCC, structural element. These include Dimensions of the element of Reinforcement Detail Grade of Cement used of Proportion of mix Water Cement Ratio Quantity of concrete poured
13. Inspection Register / Checklist: This is maintained by the Competent Authority for inspection at various Stages of every activity, before the approval for executing the next stage is granted.

14. Laboratory Equipment: It contains a list of various equipment which are used for conducting tests on construction-material.

Following is a list of equipment normally used but not limited:-

1. Sieves for Fine and Coarse Aggregate
2. Weighing Platform
3. Weight Balance
4. Beam Balance
5. Slump Test Equipment(Concrete Workability)
6. Cube Moulds(Concrete)
7. Compression Testing Machine
8. Oven
9. Vicat's Apparatus (Cement Quality)
10. Measuring Cylinders.

Site Displays:

- PMC will ensure displays of all prevailing statutory requirements/regulations at site.
- PMC will ensure that the project deliverables are displayed at site.
- PMC will ensure that the SEEPZ-SEZ standard displays will be displayed at site

PART – B:- Project management support pertaining to development of SDF Building

Implementation of Common Facility Centers (SDF Building) projects shall include major tasks such as civil construction and machines procurement through a transparent tender process.

- Understand the project requirement, establish project phases, scope & functionalities, project brief etc.
- Support in obtaining approvals from State Government
- Categorization & mapping of concerned departments for the list of licenses, approvals & registrations which would be required in setting up a unit
- Assistance in collation of documents necessary for complying with the application process in identified licenses, approvals & registrations for the SDF Building.
- Assistance in applying for the identified licenses, approvals & registrations of the company.
- Coordination with the Government offices at State level to discuss & understand cases where there is ambiguity or query. Follow up with the respective department/board for the under-process application so that it is granted in a time bound manner.
- Assisting client in arranging/ facilitating meetings with relevant Government authorities as and when required and accompanying client in such meetings as and when required.
- Assistance in Bid process management for procuring services required for approved interventions – assistance in drafting of tender documents, any support required in evaluation, to select relevant consultants and developers for the SDF Building.- for Technical consultant, architect, procurement services etc.

- Coordination with external agencies and establishing linkages with academic & R&D institutes for any support facility in SDF Building (if required).
- Designing MIS framework for effective monitoring of implementation process and tasks given to 3rd party agencies to keep track of the activities monthly
- Assistance in implementation of approved interventions through effective coordination amongst stakeholder companies, concerned government departments, banks and financial institutions, materials and service providers etc.
- Monitoring and evaluation of SDF Building projects shall be done through periodic review meetings; tools like dashboards and progress reports also utilized.
- Monthly report will be presented and discussed with the Client at the end of every month for project progress review. Monthly Progress Reports focus on capturing impact in terms of increased technology, market and financial linkages, skill development, employment creation, increased turnover and exports etc.

Detailed in the scope of work mentioned below for PMC

- Preparing tender(s) for procurement of machinery /Equipment/Appointment of contractor/Architect/Interior Designer
- Coordination for tender related process
- Coordination for procurement & installation of machinery / equipment at the Centre
- Coordination with Architect / Contractor/ machinery Supplier or any other appointed consultant for technical requirements with respect to space, power supply, security, seating arrangement, support facility or accessories, etc.
- Invite quotations (only when the tender process is not required to be followed) from vendors / agencies and put it before the committee for approval with comments / recommendations.
- Verification of quantity which shall be in line with the floor plan approved by SEEPZ-SEZ Authority, and to be prepared by Architect / contractor / Interior designer.
- Verification & certification of bills with tender quantity /rates/ T&C/ Specifications by way of Joint measurement with representatives of an architect/ interior designer/contractor, vendors & SEEPZ-SEZ Authority.
- Supervise, Monitor & Control the work progress.
- Submit work progress report to SEEPZ-SEZ Authority on monthly basis.
- Coordination with Architect/Consultant/nodal officer during the work execution.
- Minimum 2 Visits of the locations as per the need and requirement. However, additional visits, if required will be made
- Coordination with software vendors and provide inputs on the processes and other modules to develop the software.
- Co-ordination for imparting training by the machinery supplier at site to the appointed staff of the SDF Building after installation and commissioning of the machinery is completed.
- Coordination with vendors for software training to Staff.
- Provided justifications/recommendations with respect to change in quantity/specifications/time schedule etc. and sought necessary approval from SEEPZ-SEZ Authority.
- Prepare and submit report after completion of work for the centre

- Provide such other assistance on a mutually agreeable basis as may be required and informed by SEEPZ-SEZ Authority from time to time.

Key Deliverables & Payment Milestone

SN	Key Deliverables	Payment Milestone (% of contract value)
1	Advance against Bank Guarantee recoverable in each invoice	5%
2	On appointment of a Contractors for Construction	10%
2.1	On floating of tenders for appointment of Contractor	5%
2.2	On appointment of Contractor	5%
3	On project stage construction stage wise plinth, slab, etc.	35%
3.1	Upon completion of construction upto plinth	5%
3.2	Upon completion of casting of roof slab of Ground Floor	5%
3.3	Upon completion of casting of roof slab of First Floor	5%
3.4	Upon completion of casting of roof slab of Second Floor	5%
3.5	Upon completion of casting of roof slab of Third Floor	5%
3.6	Upon completion of casting of roof slab of Fourth Floor	5%
3.7	Upon completion of casting of roof slab of Fifth Floor	5%

4	External development, main MEP Services till shaft accessible for floor development	30%
4.1	Upon completion of MEP Services of Ground Floor	5%
4.2	Upon completion of MEP Services of First Floor	5%
4.3	Upon completion of MEP Services of Second Floor	5%
4.4	Upon completion of MEP Services of Third Floor	5%
4.5	Upon completion of MEP Services of Fourth Floor	5%
4.6	Upon completion of MEP Services of Fifth Floor	5%
5	On completion of the works (Once building would be commissioned and handed over to SEEPZ-SEZ)	25%

Requirement of Key Experts

SN	Key Expert	Essential Qualifications	Expected Input
1	Team Leader	B.E / B.Tech with a Post graduate degree in management. At least 15 years of experience in leading similar projects. Post Graduate Degree in Urban Planning / Urban Infrastructure & Engineering shall also be considered in lieu of a post-graduate degree in management / PGDM.	15 months (atleast 75% field based)
2	Public Works	B.E / B.Tech	15 months

	Expert	Must have worked as an engineer in a government works department for a period of at least 10 years. Must have a hands-on experience of undertaking works procurements including empanelment of contractors.	(atleast 75% field based)
3	Statutory Compliance Expert	Post graduate degree in law or social sciences and well verse with local government statutes for works construction activities. Must have at least 10 years of experience in analysing and monitoring statutory provisions pertaining to the pre-construction, construction and post-construction stage of building projects.	15 months (atleast 75% field based)

Please note that the list of key experts is the minimum requirement from the client side. The Consultant may hire additional resources based on their own judgement of the scope of work. All key experts must be available at the client's location for at least 50% of the project timeframe.

Support Provided by Client

- The client shall provide office space to the consultant's team. Laptops and peripherals are to be provided to its team by the consultant.
- The client shall provide access to relevant documentation, reports, budget documents, etc. to enable consultant's team to prepare a comprehensive vision document.
- The client shall grant necessary access permissions to the consultant's team to visit SEEPZ SEZ Authority office and other parts of the premises for carrying out field visits.
- The client shall make available its conference hall facility which is equipped with Cisco WebEx hardware to carry out offline and online consultations with stakeholders.

Section 6 – Bidding Forms

SN	Name of the Form	Page No.
1	Letter of Proposal	52
2	Checklist of documents comprising Proposal	54
3	Consultant's Past Experience Details	55
4	CVs of Proposed Key Experts	56
9	Financial Proposal Format	Uploaded Separately as a .xlsx file

1. Letter of Proposal

The Consultant must prepare the Letter of Proposal on its letterhead clearly showing the Consultant's complete name and address.

Note: All italicized text is for use in preparing these forms and shall be deleted from the final products.

Date:

Proposal Ref. No.:

To,
The Development Commissioner
SEEPZ, SEZ Authority
Andheri (East), Mumbai-400 096

1. We have examined and have no reservations to the Request for Proposals, including Addenda issued in accordance with Instructions to Consultants;
2. We meet the eligibility requirements in accordance with ITC 4 and have no Conflict of Interest in accordance with GFR 175;
3. We offer to provide, in conformity with the Request for Proposals, the following Consultancy Services: PMC for Monitoring Statutory Compliances Related to the SDF BUILDING Project.
4. Our final price offer is as submitted in our financial Proposal.
5. Our Proposal shall remain valid for 180 days from the last date of submission of the Proposal and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
6. We are not participating, as a consultant or as a sub-consultant, in more than one proposal in this bidding process;
7. We, along with any of our sub-consultants, key experts or joint venture partners for any part of the contract, are not debarred by any Client under the State Government, the Central Government or any State Government or any Public Undertaking, Autonomous body, Authority by whatever name called under them;
8. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any activities which is in contravention of the Code of Integrity proscribed in GFR 175;
9. We hereby certify that we neither are associated nor have been associated directly or indirectly with the consultant or any other individual or entity that has prepared the design, specifications and other documents for the subject matter of procurement or is being proposed as Project Manager for the contract from the SEEPZ SEZ Authority;

10. We hereby certify that we have fulfilled our obligations to pay all such taxes as payable to the Central Government or the State Government or any local authority;
11. We hereby certify that we are not insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of the foregoing reasons;
12. We hereby certify that our directors and officers have not been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
13. We understand that this Proposal, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed; and
14. We understand that SEEPZ SEZ Authority is not bound to accept the highest evaluated Proposal or any other Proposal that SEEPZ SEZ Authority may receive and that the decision of the SEEPZ, SEZ authority shall be final & binding.

Name of the Consultant:

Name of Consultant's Authorized Signatory:

Designation of the person signing the Proposal:

Signature of the person named above

Date signed

2. Checklist of documents comprising Proposal

SN	Document	Included (Y/N)	Page No.
1	Eligibility Documents		NA
2	Letter of Proposal		
3	Consultant's Past Experience Details		
4	CVs of Proposed Key Experts		
5	Financial Proposal (to be uploaded in a separate folder)		NA

3. Consultant's Past Experience Details

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment. Up to 20 pages.]

Assignment name:	Approx. value of the contract (in INR)
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total N ^o of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in INR):
Start date (month/year): Completion date (month/year):	N ^o of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

4. CVs of Proposed Key Experts

1. **Proposed Position***[only one candidate shall be nominated for each position]:* _____

2. **Name of Firm***[Insert name of firm proposing the staff]:* _____

3. **Name of Staff***[Insert full name]:* _____

4. **Date of Birth:** _____ **Nationality:** _____

5. **Education***[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:* _____

6. **Membership of Professional Associations:** _____

7. **Other Training***[Indicate significant training since degrees under 5 - Education were obtained]:* ____

8. **Countries of Work Experience:** *[List countries where staff has worked in the last ten years]:*____

9. **Languages***[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:* _____

10. **Employment Record***[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:*

From [Year]: _____ To [Year]: _____

Client: _____

Positions held: _____

<p>11. Detailed Tasks</p> <p>Assigned</p> <p><i>[List all tasks to be performed under this assignment]</i></p>	<p>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p><i>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]</i></p> <p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>Client: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p>
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13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____
[Signature of staff member or authorized representative of the staff] *Day/Month/Year*

Full name of authorized representative: _____

Section 7 – Contract Forms

1. Letter of Acceptance

{On Client's Letterhead}

Date:

To: {Insert Name and Address of the Successful Consultant}

Subject: Letter of acceptance of your Proposal against tender ref. no.:

This is to notify you that your Proposal dated [insert date of Proposal submitted by the Consultant] for the execution of services titled " " against RFP Ref. No. [insert Proposal Ref. No.] is hereby accepted by the Client for the Contract Price of Rs. [insert amount in numbers and words], as evaluated in accordance with the Instructions to Consultants.

You are requested to execute the contract agreement within 28 days of receipt of this Letter. Till a contract agreement is executed, this Letter along with your accepted proposals shall constitute a valid and mutually binding contract.

Authorized Signature:

Name and Designation of Signatory:

Name of Client:

2. Form of Contract

This CONTRACT (hereinafter called the "Contract") is made the *[number]* day of the month of *[month]*, *[year]*, between, on the one hand, **SEEPZ SEZ Authority, Andheri, Mumbai** (hereinafter called the "Client") and, on the other hand, *[name of Consultant]* (hereinafter called the "Consultant").

WHEREAS

- (a) the Client has requested the Consultant to provide certain consulting services as defined in this Contract (hereinafter called the "Services");
- (b) the Consultant, having represented to the Client that it has the required professional skills, expertise and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract;

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
 - (a) The General Conditions of Contract;
 - (b) The Special Conditions of Contract;
 - (c) Appendices:
 - Appendix A: Terms of Reference
 - Appendix B: Key Experts
 - Appendix C: Breakdown of Contract Price

In the event of any inconsistency between the documents, the following order of precedence shall prevail: the Special Conditions of Contract; the General Conditions of Contract, including Attachment 1; Appendix A; Appendix B; Appendix C. Any reference to this Contract shall include, where the context permits, a reference to its Appendices.

2. The mutual rights and obligations of the Client and the Consultant shall be as set forth in the Contract, in particular:
 - (a) the Consultant shall carry out the Services in accordance with the provisions of the Contract; and

- (b) the Client shall make payments to the Consultant in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of **SEEPZ SEZ Authority, Andheri, Mumbai**

Shri Shyam Jagannathan, Development Commissioner, SEEPZ SEZ Authority

For and on behalf of *[Name of Consultant or Name of a Joint Venture]*

[Authorized Representative of the Consultant – name and signature]