

REQUEST FOR PROPOSAL
FOR
ENGAGEMENT OF TECHNICAL CONSULTANT FOR PREPARATION
OF MASTER PLAN OF GUWAHATIBIOTECH PARK



Guwahati Biotech Park
Technology Complex, IIT Guwahati
Guwahati-781039

PHONE: (0361)2690228 Fax: (0361) 2690227

NIT NO: GBP/1.12.3/2016-17/3362 Dated 16.08.2016

1. GUWAHATI BIOTECH PARK :

Guwahati Biotech Park, the first of its kind in Northeast India, is a visionary project launched by Govt. of Assam to promote business in biotechnology and allied areas through entrepreneurship development particularly in the North-Eastern part of the country. It is expected that the park will help in faster penetration of biotechnology industries to this region thereby uplifting the overall socio-economic scenario. The Guwahati Biotech Park is registered under the Societies Registration Act. XXI of 1860. Hon'ble Chief Minister of Assam is the Chairman of Governing Body of Guwahati Biotech Park .

1.1. Guwahati Biotech Park presently functioning from the IIT, Guwahati Campus is desirous to engage an Architectural Consultancy firm for preparation of a Master Plan of Guwahati Biotech Park in the land measuring 62 Bigha 4 katha 11 lessa (21 acre) at Amingaoan, Kamrup, Assam (which will have the following Components:

- The Technology Incubation Centre
- The Business Enterprise Zone.

The Technology Incubation Center of the Park will have modular laboratory equipped labs, and Common Analytical Instrumentation facility, other business support facility and common facilities.

The Business Enterprise Zone will consist of state of art multi storied built-up spaces which could be rented / leased out to Companies/Enterprises who want to establish their commercial units related to Biotechnology and allied areas. The Business Enterprise Zone will be developed on Public Private Partnership by roping in a Financial Institution (FI).

1.2. **The objectives of the Park are to**

- Promote biotechnology and related areas in NE India.
- Encourage entrepreneurship development and industrial growth.
- Provide business support and technology transfer initiative in the area of biotechnology.
- Provide Central Analytical Instrument facilities.
- Provide state-of art infrastructure incubation center with equipped modular laboratory.
- Provide space for industrial growth in the area of biotechnology.
- Identification and sourcing of new technologies.
- Technology scale up facilities at affordable cost.
- Facilities for production of GMP grade material for pre-clinical and clinical trials.
- Development of land for setting up manufacturing units.
- Development of human resources

Section –I
Invitation for Bids (IFB)

RFP NO: GBP/1.12.3/2016-17/3362 Dated 16.08.2016

Guwahati Biotech Park invites sealed proposals in two –bid system in accordance with the RFP Document for **Engagement of Technical Consultant for preparation of MASTER PLAN of Guwahati Biotech Park at Amingaon, District: Kamrup, Assam**. The scope of work will include preparation of Master- Plan of Guwahati Biotech Park including concept designs, subsoil investigation at permanent Campus at Amingaon, District: Kamrup (Assam). The salient features of the BID are as follows:

1	Name of the Work:	Engagement of Technical Consultant for preparation of Master Plan of Guwahati Biotech Park at Amingaon
2	Date of Issue of Bid Document	17.08.2016 to 05.09.2016 up to 1.00 PM
3	Last date of submission of Bid	06.09.2016 up to 2-30 PM
4	Date of opening of technical Bid	06.09.2016 at 3-00 PM
5	Proposal Processing Fee	Rs.750.00 (Non-Refundable)
6	Proposal Security (EMD)	Rs.20000.00 (Refundable)
7	Address for correspondence & website for downloading the Bid Document	Chief Executive Officer Guwahati Biotech Park Technology Complex, IIT ,Guwahati- 781039 Website:www.guwahatibiotechpark.com

Applicant's eligibility criteria

Prospective bidders should have the following minimum qualifying criteria for Participation/ issue of RFP document:

1. The Director/Proprietor/Partner should be registered with the Council of Architectures, India.
2. The applicant must be registered in India as required by law and should have minimum 5 years of continuous operation up to the date of publication of this proposal.

3. Experience of providing Consultancy Service including preparation of master plan and at least two projects for a Research and Development organization /Industry within the country covering at least 20 acres of land.
4. Annual turnovers from consultancy services during the last three consecutive years shall be not less than Rs. 40.00 lakhs in any one year. Yearly audited balance sheet should be submitted.
5. No joint ventures of Architectural firms shall be allowed and applicants should meet the minimum qualifying criteria by themselves.

OTHERS:

- a) RFP Document is non-transferable.
- b) RFP Document complete in all respects should reach on or before the DUE DATE AND TIME. RFP through Fax/ E-mail shall not be considered. Bidders may depute their representative with proper authorization letter to attend opening of technical bids.
- c) Guwahati Biotech Park reserves the right to cancel the RFP at any stage without assigning any reason thereof.
- d) This Invitation for Proposal (IFP) is an integral and inseparable part of the enclosed RFP Document.
- e) Guwahati Biotech reserves the right to accept or reject any or all offers without assigning any reasons thereof

1. SELECTION PROCESS

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The Consultancy Firm will be selected based on the technical & financial proposals which each applicant, is required to submit to this office. There will be a marking system in technical and financial proposal .An appropriate selection method will be applied to select the Architectural Consultancy Firm

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2.1 PREPARATION OF PROPOSALS

A Consultant's Proposal (the Proposal) will consist of two (2) components

Part-I: Technical Proposal

Part II: Financial Proposal

Part I: Technical Proposal

The Technical Proposal shall not include any financial information and any Technical Proposal containing financial information shall be declared non-responsive.

This part shall contain well organized RFP documents, all qualifying documents which is related to or concerning the selection process as per **FORM A – FORM G** in support of their qualifications, certificates issued by clients, organizational details with qualifications and experience. No supporting document or printed literature shall be submitted with the Proposal unless specifically asked for. Applicant should submit all necessary documents required for technical evaluation as specified in Technical Evaluation Methodology.

Part II: Financial Proposal

This part shall contain only the price part. **Financial Proposal shall be within the limit of Rs.10.00 Lakhs.** Price quoted should be inclusive of all taxes applicable to the service. **Rates quoted shall be valid for acceptance for 120 days.**

2.2 Instructions for submission of Technical, & Financial Proposals:

An authorized representative of the Consultants shall sign all pages of the Technical and Financial Proposals. The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked **“TECHNICAL PROPOSAL”** Similarly, the original Financial Proposal copies shall be placed in a sealed envelope clearly marked **“FINANCIAL PROPOSAL”** followed by the name of the Assignment/job. The envelopes containing the Technical Proposal, Financial Proposal, and processing fees, proposal security shall be placed into an outer envelope and sealed. This outer envelope shall be sealed and super scribe with name and address of the bidder and should be delivered at the address: **Chief Executive Officer Guwahati Biotech Park ,Technology Complex, IIT, Guwahati-781039** before due date and time.

2.3 Proposal Evaluation

GBP will constitute a **Consultant Selection Committee (CSC)** which will carry out the entire evaluation process.

2.3.1 Evaluation of Technical Proposals:

CSC while evaluating the Technical Proposals shall have no access to the Financial Part until the technical evaluation is concluded and the competent authority accepts the recommendation.

The CSC shall evaluate the Technical Proposals on the basis of their responsiveness to the **Terms of Reference** and by applying the evaluation criteria, specified in technical Proposal

Evaluation Methodology Sheet below. In the first stage of evaluation, a Proposal shall be rejected if it is found deficient as per the requirement indicated in the Data sheet for responsiveness of the proposal. Only responsive proposals shall be further taken up for evaluation. Evaluation of the technical Proposals will start first and at this stage the Financial Proposal will remain unopened.

2.3.2. Technical Proposal Evaluation Methodology

Eligible bidders shall be evaluated to prepare a short list of the bidders on the basis of project experience within the country, annual turnover & manpower as follows:

Criteria No	Criteria	Maximum Marks
1	Relevant Experience of the Firm	30
2	Relevant Experience of Key Personnel	40
2.1	Chief Architect	10
2.2	Planner	10
2.3	Civil Engineer	10
2.4	Utility Engineer	10
3	Financial strength of the consultant	30
	Total	100

The marking shall be based on supporting documents submitted along with technical Proposal. For technical qualification applicant must secure at least **sixty percent** in average in all criteria.

2.3.3 Evaluation of the Financial Proposals:

Financial Proposals of only those firms who are qualified in technical evaluation shall be opened publicly on the specified date & time in the presence of the Consultants’ representatives who choose to attend.

After opening of Price Bids, appropriate selection method shall be applied to determine the consultant eligible for award of the contract.

Section II

Instructions to Applicants (ITA)

1. Guwahati Biotech Park will select a technical consultant /Consultancy firm from those firms participating in RFP with the appropriate selection method.
2. Detailed scope of the work is been described in the Terms of Reference in section Section -III
3. Consultants should familiarize themselves with Local conditions and take them into account in preparing their bids.
4. Consultants shall bear all costs associated with the preparation and submission of their proposals
5. Guwahati Biotech Park is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultants.
6. **Bid Validity: The Bid must remain valid for 120 days after last date of submission.**
7. At any time before the submission of RFP, Guwahati Biotech Park may amend the RFP by issuing an addendum/corrigendum in writing or by standard electronic means. The addendum shall be uploaded in the Guwahati Biotech Park website and will be binding on them. Bidders shall check the website regularly for any addendums/ corrigendum if any.
8. The Bid as well as all related correspondence exchanged by the Consultants and the Guwahati Biotech Park shall be written in English language, unless specified otherwise.
9. In preparing their Bid, Consultants are expected to examine in detail the documents comprising the bid document. Material deficiencies in providing the information requested may result in rejection of bid.
10. The Consultant shall fully familiarize themselves about the applicable to Domestic taxes (such as: value added or sales tax, service tax or income taxes, professional tax, duties, fees, levies,) on amounts payable by the Guwahati Biotech Park under the Contract. All such taxes except service tax must be included by the consultant in the financial proposal. Service tax will be payable by GBP on Charge.
11. **Processing Fees:** All consultants are required to pay **Rs. 750.00** towards RFP Processing Fees in the form of demand Draft drawn in favor of Chief Executive Officer, Guwahati Biotech Park and payable at Guwahati. The Processing Fee is **Non-Refundable**. Bid document not accompanied by Processing Fees shall be summarily rejected.

- 12. Proposal Security:** A **Proposal Security of Rs 20,000.00** in the form of DD drawn in favor of the Chief Executive Officer, Guwahati Biotech Park and payable at Guwahati must be submitted along with the Bid. Bids not accompanied by EMD shall be rejected as non-responsive. No interest shall be payable by the GBP for the sum deposited as earnest money deposit. No bank guarantee will be accepted in lieu of the earnest money deposit. The EMD of the unsuccessful bidders would be returned back within one month of awarding the contract.
- 13. Confidentiality:** Information relating to evaluation of RFP and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Consultant of confidential information related to the process may result in the rejection.
- 14. Subletting/Outsourcing :** The Technical consultant firm shall not assign or sublet or outsource any activity within its scope of work without the written approval of the GBP
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LETTER OF BID SUBMISSION

To

The Chief Executive Officer
Guwahati Biotech Park
Technology Complex, IIT, Guwahati
Guwahati-781031

Sir

We, the undersigned, offer to provide the consulting Assignment for “Engagement of Technical Consultant for preparation of Master Plan of Guwahati Biotech Park, at Amingaon, in accordance with your Invitation of RFP, dated_____.

We are hereby submitting our proposal, which include this Technical Proposal, and Financial Proposal sealed under a separate envelope and requisite bid processing fees.

We hereby declare that all the information and statements made in this bid document are true and accept that any misinterpretation contained in it may lead to our disqualification. We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm: Address:

Section III

Terms of Reference (TOR)

Detailed Scope of Work:

Scope of work under this service shall include the following:

1. Taking instructions from the GBP and preparation of Master plan / Site layout plan Concept design, compound wall, internal roads, etc and at least three conceptual designs for approval of the GBP and any other issue which GBP may direct.
2. Prepare report on site evaluation, status of existing buildings, and analysis and impact of existing and/ or proposed development as desired by GBP
3. Undertaking site visits to collect detail information required for planning, Site evaluation and analysis of impact on the immediate existing environments.
4. Layout of Sanitary, plumbing, drainage, water supply, gas connectivity and sewerage design, ETP etc.
5. Layout of electrical, electronic, communication systems etc.

6. Indicative Deliverable Timelines and Indicative Payment Schedule

SI No	Deliverable	Timeline (From Effective Date)	Fees Payable
1	Draft Master Plan including site analysis report, Topographic Survey report.	3 (Three) Weeks	20%
2	Final Master plan incorporating comments from GBP	1 Week After approval of Draft	30%
3	Sub-Soil Investigation Report and conceptual building plan for all the infrastructure element provided in the Master Plan	4 Weeks.	30 %
4	Final Approval by GBP Authority/ GOVT.		20%
	Total (Consultancy Fees)		100%

Note:

- a. Fees payable shown above are based on the total consultancy fees
- b. All payment shall be calculated based on actual value of execution.
- c. Payment will be released on pro-rata basis.
- d. All taxes applicable to the service shall be deducted as per the relevant rules of the State/central government.
- f. **Performance guarantee @ 5%** of each gross running bill shall be deducted and retained in the GBP till satisfactory completion of the services.

7. EXECUTION OF ASSIGNMENT:

7.1 All the stages of work shall be completed by the “Consultant” and the necessary approval given by the GBP according to the time schedule. If consultant fails to complete any stage of work in time due to no fault of the Institute, penalty will be imposed @1% per week on value of consultancy fees for that particular stage of work subject to maximum 10% the consultancy fees of that stage. Further, Guwahati Biotech Park reserves the right to extend the completion time on reasonable ground.

7.2 If the technical consultant fails to perform their assignment, “GBP” shall have the power to engage another consultant/firm to complete the work at the risk and cost of the consultant.

7.3 The consultant shall make necessary revisions as may be required by the GBP in the drawings and other documents submitted by him at the draft stage. Any subsequent revisions required to be made by GBP in drawings and documents once approved shall be made by the consultant without any additional payment.

8. CONFIDENTIALITY:

- 8.1 The Technical consultant shall not, without the previous written consent of the Institute, use, publish, or disclose to any person, not cause nor permit any of his affiliates, employees, agents or Sub-Architect or the employees or agents of those Sub-architect to use, publish, or disclose any Confidential Information obtained from the GBP otherwise than for the performance of his duties under the Contract.
- 8.2 The Technical consultant shall not, other than for the purpose of performing the work, take or permit to take any photograph or other images of whole or any parts of the work or any other property of the GBP without prior written permission or consent of the institute.

9. ARBITRATION:

9.1 All differences and disputes arising between the Guwahati Biotech Park and the Consultant on any matter connected with the agreement or in regard to the interpretation of the content except consultancy fees for the work thereof shall be referred for Arbitration under (Indian) Arbitration and Conciliation Act, 1996.

9.2 All legal disputes if any will be subjected to the courts under the jurisdiction of the Gauhati High Court.

10. DISCLAIMER

- a. This RFP DOCUMENT does not purport to contain all the information that each applicant may require and accordingly is not intended to form the basis of any investment decision or any other decision to participate in the bidding process for the selection of the Successful Bidder for the proposed contract. Each Bidder should conduct its own investigations and analysis and check the accuracy, reliability and completeness of the information in this document and obtain independent advice from appropriate sources.
- b. Neither the RFP document nor anything contained herein shall form a basis of any contract or commitment whatsoever. Successful applicant will be required to acknowledge in the Contract Agreement that he has not relied on or been induced to enter such agreements by any representation or warranty, save as expressly set out in such an agreement.
- c. While the RFP document has been prepared in good faith, no representation or warranty, express or implied, is or will be made, and no responsibility or liability will be accepted by GBP & its employees or advisors or agents as to or in relation to the accuracy or completeness of the bid document or any other oral or written information made available to any applicants or its advisors at any time and any liability thereof is hereby expressly disclaimed.
- d. Neither GBP nor their employees shall be liable to any applicants or any other person under any law including the law of contract, distort, the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise, or be incurred, or suffered, in connection with this bid document, or any matter that may be deemed to form part of this bid document, or the award of the contract, or any other information supplied by or on behalf of GBP or their employees or bidders or otherwise arising in any way from the selection process for the award of the contract for the Consultancy.
- e. GBP is not bound to accept any or all the Proposals & reserves the right to reject any or all the bids received without assigning any reasons. No Bidder shall have any cause for

action or claim against GBP or its officers, employees, successors or assignees for rejection of his bid.

- f. Failure to provide information that is essential to evaluate the Bidder's qualifications or to provide timely clarification or substantiation of the information supplied, may result in disqualification of the applicant.

FORM-A

1	Name of Applicant / Company	
2	Address for correspondence	
3	Contact Person: Telephone No: Fax No: Mobile: Email:	
4	Type of Organization:	
	Individual/ proprietary/partnership/ Limited Company/ Any other (Attach document)	
5	Place and Year of Incorporation	
6	Details of Registration / Membership with the council of Architects or Institute of Engineers Or such other Institute. (Attach copy)	
7	Name(s) of the persons along with their qualifications and designations, who is/are authorized to deal with the Institute (Attach copy of power of Attorney)	
8	Organization Chart of Key Personnel	
9	Details of Awards/Appreciations supported with document to be Submitted.	
10	Any other Information	

FORM - B

Organization setup of the company

(Details to be furnished in the following format)

Sl. No	Name	Designation	Qualification	Professional Experience and details of work carried out	Registration No. with validity Years	Years with firm	Remarks

[SIGNATURE OF APPLICANT]

FORM-C

Particulars of Key Personnel

Sl. No	Designation of the Key Personnel	Name	Educational Qualification	Length of Professional Experience	Present Employment	
					Name of the Firm	Employed Since
1	Chief Architect					
2	Planner					
3	Civil Engineer					
4	Utility Engineer					
5						
6						

[SIGNATURE OF APPLICANT]

FORM-D

Abstract of Relevant Assignments / Experience of the applicant

Sl No	Name of Project	Name of the client	Type of the Project	Date of Start & Completion	Project Area (in Acre)	Professional fee received by Applicant
1						
2						
3						
4						

The following documentary evidences must be submitted for each of the work otherwise the work shall not be considered:

- i. Copy of Work order/agreement.
- ii. Completion Certificate issued by the client.

(SIGNATURE OF APPLICANT)

FORM-E

Details of Relevant Assignments / Experience of the applicant

Name of Applicant	
Name of the Project	
Project Area (In Acre)	
Type of project	
Description of services performed by the Applicant Firm	
Name of Client and Address with telephone no:	
Estimated cost of Project excluding land	
Payment received by the Applicant as professional fees (in Rs. Lakh)	
Start date and finish date of the services	

Note:

Use separate sheet for each Assignment. The documentary evidence in support of the information furnished for Eligible Assignment and Other Assignment.

[SIGNATURE THE APPLICANT]

FORM-F

Details of Relevant Assignments / Experience of the Key Personnel

Name of Key Personnel	
Designation of the Key Personnel	
Project Area	
Name of the Consulting firm where employed	
Name of the Client and address	
Estimated cost of the Project (Excluding land)	
Start & Completion Date	
Brief Description of the Project	

Note:

Use separate sheet for each Assignment.

FORM-G

Turnover of the firm from consultancy services only for last three years:

Sl No	Financial Year	Fees Earned	Remarks
1	2013-14		
2	2014-15		
3	2015-16		

Note:

The above should be certified by a Chartered Accountant in absence of which the document shall be considered incomplete and reject the application. The applicant shall also submit the following documents/Information:

1. Copy of audited Balance Sheet(s).
2. Copy of valid Service Tax Number.
3. Copy of PAN/ TAN card.
4. Copy of registration with other organizations.
5. Details of litigations, if any.
6. Other relevant details, if any.

Signature of the Applicant

**FORM-H
AFFIDAVIT**

(TO BE SUBMITTED ON NON-JUDICIAL STAMP PAPER OF MINIMUM RS.10/-DULY CERTIFIED BY NOTARY PUBLIC)

Affidavit of Mr..... S/o.....R/o.....

I, the deponent above named do hereby solemnly affirm and declare as under:

1. That I am the Proprietor/ Director/partner/Authorized signatory of M/s.....having Its Head Office/ Regd. Office at.....

2. That the information / documents / Experience certificates submitted by M/s..... along with this **“Engagement of Technical Consultant for preparation of MASTER PLAN of Guwahati Biotech Park at Amingaon, District: Kamrup, Assam”** are genuine and true and nothing has been concealed.

3. I shall have no objection in case Guwahati Biotech Park verifies them from the issuing Authority (ies). I shall also have no objection in providing the original copies of the document(s), in case the Institute demands so for verification.

4. I hereby confirm that in case, any document/information &/Or certificate submitted by me is/are found to be incorrect/false/fabricated, Guwahati Biotech Park authority at its discretion may disqualify / reject my(our) application from pre qualification out rightly and also debar me/ M/s.....from participating in any future tenders/ PQ of the Institute.

DEPONENT

I,the Proprietor/Director/Partner/ Authorized signatory of M/s....., do hereby confirm that the contents of the above Affidavit is true to my knowledge and nothing has been concealed there from and that no part of it is false.

Verified at this..... day of

DEPONENT

PART II – Financial Proposal

RFP NO: GBP/1.12.3/2016-17/3362 Dated 16.08.2016

(Financial Proposal shall be within the limit of Rs.10.00 Lakhs)

Name of Work	Quoted Price in INR (inclusive of all taxes)	
	(in Figures)	(in words)
Engagement of Technical Consultant for preparation of MASTER PLAN of Guwahati Biotech Park at Amingaon, North Guwahati. (Assam)		

Signature of Consultant Firm Representative

Authorized Signature Name:

Designation

Name of firm:

Address:

