



SHIVSHAHI PUNARVASAN PRAKALP LTD.

CIN: 70200MH1998SGC116664

No.SPPL/MD/RFP/CF/ 468 /2016, Date: 13/04/2016

**Request for Proposal
for
Appointment of Consultant Firm to provide Consultancy Services for
Designing of Office Interior, Estimation of Interior Work & Preparation of
Tender Document for office of SPPL.**

SPPL, a company of Government of Maharashtra invites Request For Proposal from Consultant Firms who are either empanelled with or have been engaged for Consultancy Services for Designing of Office Interior, Estimation of Interior Work & Preparation of Tender Document by MCGM/MHADA/ MMRDA/CIDCO/MIDC/MSRDC or by any other Organization/Agency of State Government or Government of India or of their PSUs or by any Municipal Corporation/Municipal Council in MMR during last 5 Years.

Name of Assignment : Consultancy Services for Designing of Office Interior,
Estimation of Interior Work & Preparation of Tender Document.

Request for Proposal will be available from 13th April, 2016 on Website of SPPL: www.sppl.biz. General Enquiries, regarding Request for Proposal can also be made on Telephone Nos. 26599981/26591094

Request for proposal should be submitted in the prescribed format and in accordance with the contents of the Tender Document.

Scope of Work, Qualification & Selection Criteria, Contract Duration, Schedule of Payment etc. have been described in the Tender Document. Proforma for submission of Financial Proposal has been prescribed as Annexure 'A'.

Request for Proposal should be delivered in the office of SPPL viz. 5th floor, Grihnirman Bhavan, Kala Nagar, Bandra (E), Mumbai – 400 051, on or before 27th April, 2016 upto 3.00 p.m. Request for Proposals received by SPPL will be opened on 27th April, 2016 at 4.00 p.m.

**Sd/-
Managing Director
SPPL**

Date: 13th April, 2016

5th Floor, Grihanirman Bhavan, Bandra (E), Mumbai-400 051.
☎ 26599981/26591094 E-mail: sppl_mumbai@rediffmail.com

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TENDER DOCUMENT

Request for Proposal for

Appointment of Consultant Firm to provide Consultancy Services for Designing of Office Interior, Estimation of Interior Work & Preparation of Tender Document for office of SPPL.

1. Background :

SPPL invites Request for Proposal from Consultant Firms who have been engaged for Consultancy Services for Designing of Office Interior, Estimation of Interior Work & Preparation of Tender Document by MCGM/MHADA/MMRDA/CIDCO/MIDC/MSRDC or any other Organization/ Agency of State Government or Government of India or by their PSUs or by any Municipal Corporation/ Municipal Council in MMR during last 5 Years, for Designing of Office Interior, Estimation of Interior Work & Preparation of Tender Document.

2. Nature & Scope of Work :

Consultant Firm selected will have to undertake Designing of Office Interior, Estimation of Interior Work & Preparation of Tender Document for office of SPPL at (a) 2nd Floor (Part) admeasuring approximately 166.30 Sq.Mtr. & (b) 3rd Floor of 'A' Wing admeasuring approximately 339.93 Sq.Mtr. in SRA, Administrative Building, Anant Kanekar Marg, Bandra (East), Mumbai-400 051, covering the following activities:

2.1 Site Visits:

Undertake site visits to ascertain the existing status of site condition and taking measurements of existing floors viz. 2nd Floor (Part) & 3rd Floor of 'A' Wing, in SRA, Administrative Building, Anant Kanekar Marg, Bandra (East), Mumbai-400 051.

2.2 SPPL's Instructions and Preparation of Design Brief:

- Ascertain SPPL's requirements, examine site constraints and potential and prepare a design brief for SPPL's approval.
- Establish Detailed Design brief by comprehensive interaction with the concerned officers of SPPL.
- Evolve space planning and Design concepts for various spaces viz. approximately total 14 Cabins, including two

big chambers One each for Chairman & M.D. having antechamber + attach toilet, 10 Cubicles, Work Stations as per requirement, One Conference Room with seating arrangement of approximately 25 persons, Electrical, Electronic, Communication System, Fire Detection, Access Control & CC TV, Fire Protection and Security System, Lan & Data Cabling, Heat Ventilation, Air Condition, Plumbing & Sanitary, etc.

- Prepare conceptual office designs in terms of optimal space utilization as well as aesthetics with reference to requirements which will be given and to meet SPPL's future growth and prepare tentative estimate of cost on item basis.

2.3 Preliminary Design & Drawings:

- Modify the conceptual design incorporating required changes and prepare the preliminary drawings, sketches, etc., for the SPPL's approval along with estimate of cost on item basis.
- Schematic Design (Interiors, structural, Mechanical, Electrical, Plumbing Design) including space planning, visual presentation, estimation of project cost.

2.4 Working Drawings and Bid Drawings & Preparation of Tender Document:

Prepare working drawings, specifications, quantities to prepare estimate of cost, Bid Drawings & Tender Documents for approval of SPPL.

3. Qualifications and Selection Criteria

(a)

- (i) Consultant Firm must be either empanelled with or have been engaged for Consultancy Services for Designing of Office Interior, Estimation of Interior Work & Preparation of Tender Document by MCGM/MHADA/MMRDA/ CIDCO/MIDC/MSRDC or by any other Organization/ Agency of the State Government or Government of India or by any of their PSUs or by any Municipal Corporation/ Municipal Council in MMR

- during last 5 years (Attach the copy of documents self attested as proof in Envelope 1), and
- (ii) Consultant Firm should have completed at least one project of similar nature costing more than Rs.50 Lakh or BUA of at least 500.00 Sq.Mtrs. (Attach copy of documents self attested as proof in Envelope-1), and
 - (iii) Consultant Firm must have average Annual Turnover of Rs.20 Lakh during last 3 Years (Attach copy of documents self attested as proof in Envelope 1), and
 - (iv) Consultant Firm should have supporting staff of at least one qualified Architect and one Interior Designer. (Attach copy of documents self attested as proof in Envelope 1), and
 - (v) Consultant Firm should have at least a Branch Office in Mumbai. (Attach copy of documents self attested as proof in Envelope 1).
- (b) Consultant Firm must quote a Lump Sum amount as their Profession Fees for Designing of Office Interior, Estimation of Interior Work & Preparation of Tender Document for office of SPPL at 2nd Floor (Part) & 3rd Floor of 'A' Wing, SRA, Administrative Building, Anant Kanekar Marg, Bandra (East), Mumbai-400 051.
- (c) Consultant Firm will be selected for Designing of Office Interior, Estimation of Interior Work & Preparation of Tender Document on the criteria of Lowest Quotation.
- (d) Consultant Firm should make offers which are valid for two months from the last day of submission of the Request for Proposal.
- (e) No Consortium of Consultant Firms and/or Individual Architects and Interior Designers will be allowed to submit response to the Request for Proposal.

4. Earnest Money Deposit:

Consultant Firms will have to pay an Earnest Money Deposit of Rs.5,000/- by way of Cross Cheque drawn in favour of Shivshahi Punarvasan Prkalp Ltd., Bandra, Mumbai-400 051.

- (a) Earnest Money Deposit of Rs. 5,000/- will be released to the unsuccessful tenderer after acceptance is given to the successful tenderer on expiry of the validity period, whichever is earlier. In case of successful tenderer, it will be given back on his paying the initial Security Deposit to be paid before awarding the work order by SPPL.
- (b) Successful tenderer have to give Security Deposit. In eventuality of them not paying the Security Deposit in prescribed time limit from the date of intimation of acceptance of his tender and execute an agreement on requisite amount of Stamp Paper., his Earnest Money Deposit will be forfeited by the SPPL.
- (c) EMD will not bear any interest whatsoever and no claim in this regard will be entertained by SPPL.

5. Security Deposit:

- (a) Successful tenderer shall, within 7 days from the date of intimation of the acceptance of their Financial Proposal, deposit with an interest free Security Deposit of Rs. 5000/- by way of conditional Demand Draft drawn on any Nationalized Bank in favour of Shivshahi Punarvasan Prakalp Ltd. 5th Floor, Grihanirman Bhavan, Kalanagar, Bandra (E), Mumbai-400 051 and complete the contract document failing which his Earnest Money Deposit will be forfeited by the SPPL.
- (b) Security Deposit will not bear any interest whatsoever and no claim in this regard will be entertained by SPPL.
- (c) Security Deposit shall be refunded after successful completion of the contract.

6. Contract Duration

Contract duration for the successful Consultant Firm will be 15 days from the date of issue of work order by SPPL. However, due to unforeseen eventualities it may be extended by maximum of 7 days, if found necessary but without payment of any additional Professional Fees by SPPL.

7. Schedule of Payment

Expected deliverables by the Consultant Firm and the corresponding Schedule of Payment shall be stated below :

Sr. No.	Stage	Total Weeks from Date of Award	Percentages
1.	On undertaking site visits to ascertain the existing status of site condition & taking measurement of existing floors as contents of Para 2.1 of the Tender Document.	1 Week	10%
2.	On taking SPPL's Instructions and Preparation of Design Brief and preparation of Preliminary Design Office Interior & Drawings as per contents of Para 2.2 of the Tender Document.	1 Week	15%
3.	On modifying the conceptual design incorporating required changes & prepare the preliminary drawings, sketches, etc. as per contents of the Para 2.3 of the Tender Document	2 Weeks	15%
3.	On preparation of Working Drawings And Bid Drawings & Estimate of Cost including Tender Document for the approval of SPPL as per contents of Para 2.4 of the Tender Document.	2 Weeks	60%
	TOTAL		100%

8. Submission of Proposal

The Consultant Firm must submit their proposal as per the Two Envelope System as mentioned below:

Envelope 1	Qualification Proposal as per contents of Para 3(a) of the Tender Document & it must be submitted in separate Sealed Envelope superscribed 'Envelope 1' – Qualification Proposal. All pages containing Envelope 1 shall be numbered and also have index as given in Appendix I.
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Envelope 2	Financial Proposal as per contents of Para 3(b) of the Tender Document & it must be submitted separately in format given in Annexure 'A' in separate Sealed Envelope superscribed 'Envelope 2' - Financial Proposal.
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Envelope- 1 & Envelop- 2 will be opened by SPPL on 27th April, 2016 at 16.00 hrs. in presence of the Authorized Representatives of the applicant Consultant Firms. The contents of the Qualification Proposal in Envelope-1 will be scrutinized first for deciding fulfillment of the eligibility conditions and the Financial Proposal/ Rate Quotation in Envelope-2 of only those bidders who are found eligible after scrutiny under Qualifications Proposal shall be opened by SPPL.

9. Right of SPPL:

- 10.1 MD, SPPL reserves all rights to accept or reject any or all the submitted RFPs at any time of the process of selection without any obligation and assigning any reasons thereof to any Consultant Firm.
- 10.2 MD, SPPL reserves the right to reject any submitted RFP, if Material Misrepresentation is Made or Uncovered, or Supplementary Information sought is not provided forthwith by any Consultant Firm.
- 10.3 MD, SPPL reserves the right to consider the next best offer in the eventuality of disqualification or withdrawal of the selected Architect Consultant Firm or take any such measures as may be necessary for appointment of any Consultant Firm.

10. Execution of Contract Agreement:

Consultant Firm whose Lowest Offer is accepted by SPPL shall be required to execute the agreement on Non Judicial Stamp Paper of Appropriate Value within the 7 days of communication of Letter of Acceptance of SPPL.

APPENDIX I: ENVELOPE 1- INDEX

Sr. No.	Details	Page No.
1	Envelope 1- Index	1
2	Copy of supporting document regarding Empanelment of Architect Consultant Firm as per the contents of Para 3 (a) (i) of the Tender Document.	2
3	Copy of supporting document regarding experience of preparation of at least one Design Office Interior & estimation of interior work costing more than Rs. 50 Lakh or BUA at least 500 Sq.Mtrs. as per the contents of Para 3 (a) (ii) of the Tender Document	
4	Copy of supporting Document regarding average Annual Turnover of Rs. 20 Lakh during last 3 years as per the contents of Para 3 (a) (iii) of the Tender Document.	
5	Copy of supporting Document regarding Consultant Firm having supporting staff of at least one qualified Architect & one Interior Designer as per the contents of Para 3(a)(iv).	
6	Copy of Supporting Document regarding Consultant Firm having an Branch Office in Mumbai as per the contents of Para 3(a) (v).	
7	Cross Cheque of Rs. 5,000/- as Earnest Money Deposit drawn in favour of SPPL.	

ANNEXURE A

Financial Proposal

(On Applicant's Letter Head)

To,
Managing Director,
SPPL,
5th Floor, Grihanirman Bhavan,
Bandra (East),
Mumbai- 400 051

Subject: Appointment of Consultant Firm for Designing of Office Interior, Estimation of Interior Work & Preparation of Tender Document for office of SPPL at 2nd Floor (Part) & 3rd Floor of 'A' Wing, SRA, Administrative Building, Anant Kanekar Marg, Bandra (East), Mumbai-400 051.

Dear Sir,

I, Shri./ Smt. _____ (Name of the Signatory) having been duly authorized to represent and act on behalf of

_____ (Name & Registered Address of Consultant Firm)

and having fully understood the requirements of scope of work stated in Sr.No. 2.1 to 2.4 of the Tender Document for submission of Request for Proposal, hereby apply for the assignment of providing Consultancy Services for Designing of Office Interior, Estimation of Interior Work & Preparation of Tender Document for office of SPPL at 2nd Floor (Part) & 3rd Floor of 'A' Wing, Slum Rehabilitation Authority, Administrative Building, Anant Kanekar Marg, Bandra (East), Mumbai-400 051 & accordingly submitted our Financial Proposal/ Rate Quotation as follows:-

Sr. No.	Description	Total Lump Sum Amount Quoted	
		In Figure (INR)	In Word (INR)
1.	Providing Consultancy for Designing of Office Interior, Estimation of Interior Work & Preparation of Tender Document as per Scope of Work and contents of the Tender Document.		

The Financial Proposal/ Rate Quotation are inclusive of all Taxes/Incidentals/ Overheads/ Traveling Expenses/ Accommodation/ Printing & Binding Charges & all Sundry Expenditure & no Additional Professional Fees will be chargeable to SPPL upon acceptance of our offer & thereupon on completion of the assignment of providing Consultancy Services for Designing of Office Interior, Estimation of Interior Work & Preparation of Tender Document at 2nd Floor (Part) & 3rd Floor of 'A' Wing, SRA, Administrative Building, Anant Kanekar Marg, Bandra (East), Mumbai-400 051.

If my/our offer is accepted by the SPPL, and if I/We fail to fulfill or comply with the conditions as stated in the Tender Document of this RFP.

I/We hereby declare that I/We have read and fully understood the terms and conditions as stated in the Tender Document and abide by the decision of the MD, SPPL.

Yours faithfully,

(Signature, Name and Designation of the Authorised Signatory)

Date :

Place :

Name of Work : Consultancy for Designing of Office Interior, Estimation of Interior Work & Preparation of Tender Document for office of SPPL at 2nd Floor (Part) & 3rd Floor of 'A' Wing, SRA, Administrative Building, Anant Kanekar Marg, Bandra (East), Mumbai-400 051

LIST OF DRAWINGS

Sr.No.	Title	Drawing No.
1.	Location Plan/ Floor Plan	Enclosed
2.	Statement of Posts & Cabins	Enclosed

Tentative Statement of Post & Cabins

Sr. No.	Post	Number	No of Cabins
1	Chairman	1	1 (with Antechamber & toilet)
2	Private Secretary	1	1
3	PA	1	1(Cubicle)
4	Clerk	2	
5	Peon	2	
1	M.D.	1	1 (with Antechamber & toilet)
2	Lower Grade Steno	2	
3	Clerk	1	
4	Peon	2	
Administrative Department			
1	General Manager	1	1
2	Manager	1	1
3	Asst Manager	1	1 (Cubicle)
4	Clerk	1	
5	Peon	1	
Engineering Department			
1	Chief Engineer	1	1
2	Dy. Chief Engineer	1	1
3	Executive Engineer	1	1
4	Dy. Engineer	1	1 (Cubicle)
5	Section Engineer	1	1 (Cubicle)
6	Junior Engineer	1	
7	Clerk	2	
8	Peon	2	
Architect Department			
1	Architect	1	1
2	Asst. Architect	1	1 (Cubicle)
3	Clerk	1	
4	Peon	1	

Finance Department			
1	General Manager & C.S.	1	1
2	Accounts Officer	1	1
3	Asst. Accounts Officer	1	1 (Cubicle)
4	Cashier	1	
5	Clerk	1	
6	Peon	2	
C.D.O. Department			
1	C.D.O.	1	1
2	Dy. CDO	2	2 (Cubicle)
3	Clerk	1	
4	Peon	1	
Marketing Department			
1	General Manager	1	1
2	Manager	1	1
3	Asst. Manager	1	1 (Cubicle)
4	Clerk	1	
5	Peon	1	
Conference Hall			
1	Big Conference Hall	1	
2	Mini Conference Hall	1	
1	Pantry	1	
Changing Room			
1	Driver Room/ Gents Changing Room	1	
2	Ladies Changing Room	1	
1	Store Room	2	
Toilet			
1	Gents Toilet	2	
2	Ladies Toilet	1	



