



**OFFICE OF THE GUWAHATI METROPOLITAN DEVELOPMENT AUTHORITY
STATFED BUILDING, BHANGAGARH, GUWAHATI-781005**

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No. GMDA/GEN/11/2014/Pt-III/ 6

Dated: 13/02/2020

NOTICE FOR EMPANELMENT OF CONSULTANCY FIRMS

The Chief Executive Officer, Guwahati Metropolitan Dev. Authority (GMDA) invites applications for Empanelment of Consultancy firms for Project Management Consultancy (Architecture, Structural, Roads, Electrical, Mechanical, Interiors and Landscaping Design & Estimation, Supervision etc.) for the various works undertaken by the Authority.

Firms which have minimum 5 years experience and working with Govt./PWD/CPWD/MES/PSUs may submit applications in requisite format. The detailed document can be downloaded from GMDA's website <https://gmda.assam.gov.in> starting from **14/02/2020 to 24/02/2020. Last date of submission upto 14:00hrs 24/02/2020.**

The Authority reserves the right to accept or reject all the proposals without assigning any reason thereof.

Sd/-
(Moloy Bora, IAS)
Chief Executive Officer
Guwahati Metropolitan Development Authority
Bhangagarh, Guwahati-781005

**Empanelment of Consultancy firms for Project Management
Consultancy for the various works under GMDA**

NIT No. GMDA/GEN/11/2014/Pt-III/6 Dated: 13/02/2020



**Guwahati Metropolitan Development Authority
Bhangagarh :: Guwahati-5**

A. INVITATION FOR BID

1. Guwahati Metropolitan Development Authority invites applications for **Empanelment of Consultancy firms for Project Management Consultancy** (Architecture, Structural, Roads, Electrical, Mechanical, Interiors and Landscaping Design & Estimation, Supervision etc.) for the various works undertaken by the Authority.

S.N	Description	Details
1.	Title of work	EOI for Empanelment of Consultancy firms for Project Management Consultancy (Architecture, Structural, Roads, Electrical, Mechanical, Interiors and Landscaping Design & Estimation, Supervision etc.) for the various works undertaken by the Authority.
2.	Downloading of Tender Document	14/02/2020
3.	Last date and time for receipt of tenders.	Up to 14:00hrs on 24. 02.2020

The above schedule is tentative GMDA reserves the right to modify the said Schedule at its sole discretion without assigning any reason or being liable for the same in any manner whatsoever.

2. The detailed documents can be downloaded from GMDA's website <https://gmda.assam.gov.in>.

3. Eligibility

(A) Technical Criteria:

- i. A firm may be a private entity in form of company incorporated under Companies Act, 1956 or any other equivalent law abroad, registered partnership firm, society, or registered sole proprietorship; or an educational or research institute/trust established under relevant Act in India. The applicant must have registered/operating office in Guwahati.
- ii. Applicant is not blacklisted or banned by any Government Department/PSU/Semi Government Agency in India or by a financial institution and if blacklisted, blacklisting was duly cancelled and currently not black listed. The applicant should submit self-certification to this effect. Any applicant found black listed by any Government Department/PSU/Semi Government Agency in India, shall not be considered for this bid.

- iii. Should be a single entity. No joint ventures/consortium will be permitted for providing services under this bid.
- iv. The Firm should have minimum of 05 years of work experience as consultants. Copy of registration documents to be submitted.

v. **Work Experience:**

Category No.	Value of work	Eligibility Criteria	Documentary proof for the eligibility
(i)	Upto Rs.5.00 Cr	<p>a. Work experience during last 05 years: Should have completed composite consultancy (planning, design & estimation) in respect of minimum</p> <p>(i) 2 works of project value not less than Rs. 2.00 crore each</p> <p>or</p> <p>(ii) 4 works of project value not less than Rs. 1.00 Cr each</p> <p>or</p> <p>(iii) 6 works of project value not less than Rs. 50.00 lakhs each.</p>	Certified copy of consultancy orders and completion certificates issued by the clients.
(ii)	Above Rs.5.00 Cr upto Rs.10.00 Cr	<p>a. Work experience during last 05 years: Should have completed composite consultancy (planning, design & estimation) in respect of minimum</p> <p>(i) 2 works of project value not less than Rs. 4.00 Cr each or</p> <p>(ii) 4 works of project value not less than Rs. 2.00 Cr each or</p> <p>(iii) 6 works of project value not less than Rs.1.00 Cr.</p>	Certified copy of consultancy orders and completion certificates issued by the clients.

(B) Financial Criteria

- i. Shall have average annual turnover of Rs. 25 lakhs from consultancy works during past 3 years. (Last year shall be considered is FY 2018-19).
- ii. The applicant has to submit the annual report/audited accounts/balance sheet for last 3 years duly certified by the Chartered Accountant of the agency.

Note:

1. *Applicant must meet terms and conditions for eligibility criteria both Technical and Financial.*

2. *All documentary evidence of experience including client's references and certificates must be enclosed in support of the same otherwise bid could be rejected.*
4. Interested applicant may furnish their applications by giving all the necessary documents in English as specified in the Response Formats for each of the above mentioned qualifying criteria as proof of having the minimum requirements. The Authority reserves the right to withdraw these applications, if he/she determines that such action is in the best interest of the Authority.
5. Issue of tender documents on the basis of the documentary eligibility alone will not make a tenderer eligible for empanelment. The documents furnished by the tenderers will be subjected to verification subsequently by Department. If found not meeting the requirement, such offers will be rejected.
6. Applicants shall carefully read the scope of work/ terms and conditions, eligibility criteria, evaluation formats etc., and submit the application along with this document duly signing all pages as token of acceptance.
7. Evaluation procedure: The documents furnished by the tenderers will be scrutinized in detail and will be evaluated by the authority, including inspection of the firm and the selected works carried out by applicants. Any application, found as not fulfilling the eligibility criteria will be rejected at this stage and such offers will not be considered for further processing.
8. Based on the above evaluation, the consultants / firms will be empanelled. For each work, competitive bidding will be done among the empanelled consultants for the respective category. Consultant who has submitted the lowest bid will be considered for award for consultancy work. If more than one consultant becomes lowest, Department reserves the right to finalize the consultants as below:
 - i. Split up and issue the work among lowest consultants
 - ii. To seek the best and final offer from lowest consultants
9. Canvassing in connection with this is strictly prohibited.
10. All eligible and qualified applicants through this notice shall be kept on the Employers empanelment list for a period of **3 years** and subject to renewal of empanelment thereafter at the discretion of Authority.
11. The Authority may revise the empanelment so as to include new firms and exclude those whose performance is not good or blacklisted.
12. In case the date of opening of the tender as mentioned above is declared to be a holiday, the bids shall be received on the next working day at the same time.

13. Any revisions, clarifications, corrigenda, addenda, time extensions etc. to this tender will be posted on the GMDA's websites only. Applicants should regularly visit the website to keep themselves updated.

14. Submission of tender:

The instructions for submitting response to the tender are mentioned below:

- i. The response submitted to this tender and all correspondence shall be written in English and shall conform to the **Forms I to V**. Any interlineations, erasures or over writings shall be valid only if they are initiated by the authorised person signing the tender.
- ii. The sealed envelopes should be super scribed with **Empanelment of Consultancy firms for Project Management Consultancy** for the various works undertaken by the Authority and submit to along with an application duly signed by an authorised signatory and must reach the address below before the due date.

The Chief Executive Officer,

Guwahati Metropolitan Dev. Authority, Guwahati-781005 (Assam),

- iii. The tender submitted should be concise and contain only relevant information as required under this document.
- iv. The applicant submitting their tender would be responsible for all its expenses, costs and risks incurred towards preparation and submission of their applications, the Authority shall, in no case, be responsible or liable for any such costs whatsoever, regardless of the outcome of the process.

15. Amendments of tender Document: At any time prior to deadline for submission of tender, the Authority may for any reason, modify the tender document. The amendment document shall be notified through website and such amendments shall be binding on them.

16. Disqualification: The Authority may at its sole discretion and at any time during the evaluation of bids, disqualify any applicant, if the applicant:

- (i) Submitted the bid after the response deadline;
- (ii) Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;
- (iii) Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project.
- (iv) Submitted a bid that is not accompanied by required documentation or is Non-responsive;

- (v) Failed to provide clarifications related thereto, when sought;
- (vi) Submitted more than one bids;
- (vii) Was declared ineligible/blacklisted by the Government of India/State/UT Government;
- (viii) Should not be in litigation with any Government of India/State/UT Government or any financial institute;

17. Confidentiality:

Information relating to the examination, clarification, comparison and evaluation of the bid submitted shall not be disclosed to any of the responding applicants or their representatives or to any other persons not officially concerned with such process until the evaluation process is complete. Undue use by any applicant of confidential information related to the process may result in rejection of its bid.

18. Disclaimer

- i. The information submitted in response to this bid may be subject to the public release (as per RTI norms). Therefore, do not include proprietary or confidential business information in your response. Applicants responding to this invitation assume the risk of public disclosure if confidential information is included.
- ii. This invitation is for information purposes only and does not constitute a solicitation or Request for Proposal (RFP). This notice is not to be construed as a commitment by the Authority to contract for services. Please be advised that the Authority will not pay for any information provided as a result of this invitation and will not recognise or reimburse any cost associated with any tender submission.
- iii. This bid does not entail any commitment on the part of GMDA, either financial or otherwise.
- iv. The Authority reserves the right to accept or reject any or all bids without incurring any obligation to inform the effected applicant/s of the reasons.
- v. The Authority empanelment of the consultants does not create any obligation on the part of GMDA in terms of providing business or in any other area.

Form-I: Details of the Consulting Firm

Sl. No	Particulars Remark	Documents to be attached
1	Name of Firm	As mentioned in the Registration Certificate
2	Registration	Registration Certificate
3	Address of Head Office Telephone E-Mail Fax number (if any) Name(s) of Contact person(s)	Full Address Proof
4	Corresponding office address (if different from the above address) Telephone Number Name(s) of contact person(s) along with mobile number and email-id	Full Address Proof
5	Year of Establishment of the organization	Mention the date of registration and enclose the certificate of registration
6	PAN No.	Pan No. to be mentioned and photo copy to be attached.
7	Tax Payer GST	GST No. to be mentioned and photo copy of GST to be attached
8	Service Tax Registration	Please attach documentary evidence

FORM – II (FINANCIAL DETAILS)

Sl No.	Financial Year	Turn Over (in INR)
1	2006-2017	
2	2017-2018	
3	2018-2019	
	Total	

(Enclose copy of audited balance sheet)

FORM – III (EXPERIENCE DETAILS)

Sl. No	Name of the Project & Location	Name & address of Client with contact details (Please mention if Government projects)	Project Cost (in lakhs)	Status of the Project		Scope of Services provided	Any other information
				Completed	Ongoing		

All documentary evidence of experience including client's references and certificates must be enclosed in support of the same

Form-IV: Details of Manpower:

Minimum Key personnel's

(1) Team Leader

(2) Senior Consultant (2 Nos.)

(3) Junior Consultant (3 Nos.)

Sl No.	Name	Designation	Educational Qualification	Name of the Projects involved and responsibilities	Remarkable achievement

(Enclosed detailed CV's with documents)

Form – V: List of PMC Works (Certificate from the employer to be attached)

Sl. No.	List of Clients with name of the Projects	Project Cost	Scope of service provided	Consulting fee received (Rs.)

Form VI: Any other relevant information

Note: Extra sheet to be added if required