

**NOTICE INVITING
REQUEST FOR PROPOSAL (RFP)**

FOR

**SELECTION OF AGENCY FOR THE ESTABLISHMENT OF PROJECT
MANAGEMENT UNIT/ PLANNING & MONITORING UNIT (PMU) FOR
INCREASING EFFICIENCY AND EFFECTIVENESS OF MPLAD&MLALAD
SCHEMES IN RANCHI DISTRICT**

1.	Date of online and newspaper notice publication	28 th Feb 2019
2.	Downloading of tender documents	28 th Feb 2019
3.	Pre Bid Meeting	08 th Mar 2019
4.	Physical submission of EMD and Cost of tender documents	13 th Mar 2019
5.	Date of submission of bids	13 th Mar 2019 (Time:- 04:00 PM)
6.	Date of opening of Technical Bid	18 th Mar 2019 (Time:- 03:00 PM)
7.	Amount of EMD	Rs 1,00,000 (Rs 1 lakh only) in favour of "Deputy Commissioner, Ranchi"
8.	Time period of contract	3 years
9.	Selection method	QCBS 70:30 Technical:Financial
10.	Proposal validity period	90 days after submission
11.	Method of submission	Separate Technical and Financial bids in separate sealed envelopes, submitted in a single envelope with the name of the agency

The consultants are required to submit physically (original technical proposal, DD of EMD and financial bid) as per above schedule. All amendments, time extension, clarifications etc. will be uploaded on the website only and will not be published in newspapers. The tenderers should visit regularly the website to keep themselves updated. The hard copy submissions shall be made to "Development Section (Vikas Shakha), Vikas Bhavan, Kutchery Chowk, Ranchi – 834001."

The bids shall be submitted in a two envelope system with technical bid and financial bids separately sealed in sealed envelopes and submitted in a single large envelope with the name of the agency clearly mentioned on top. The bids shall be accepted in the format as mentioned below. Submission in any other form may not be considered by the selection committee.


Office of the Deputy Commissioner

Ranchi

1 Background

1.1 Members of Parliament Local Area Development Scheme (MPLADS)

Members of Parliament Local Area Development Scheme (MPLADS) is a scheme that enables the members of parliaments (MP) to recommend developmental work in their constituencies with an emphasis on creating durable community assets based on locally felt needs. The present allocation for each MP is Rs. 5 Crore per year.

1.2 Members of Legislative Assembly Local Area Development Scheme(MLALADS)

MLALADS is a scheme under which small but important works of local nature are taken up in an Assembly constituency. Under this scheme, each MLA will have the choice of suggesting permissible works to the Deputy Commissioners. The present allocation for each MLA is Rs. 4 Crore per year.

List of MPs in Ranchi District:

1. Shri Ramtahal Chaudhary (Lok Sabha)
2. Shri Premchandra Gupta (Lok Sabha)
3. Shri Parimal Nathwani (Rajya Sabha)
4. Shri Mahesh Poddar (Rajya Sabha)
5. Shri Sudarshan Bhagat (Rajya Sabha)
6. Shri Mukhtar Abbas Naqvi (Rajya Sabha)

List of MLAs in Ranchi District:

1. Shri Jitu Charan Ram
2. Smt. Gangotri Kujur
3. Shri Navin Jaiswal
4. Smt. Seema Devi
5. Shri Chandreshwar Prasad Singh
6. Shri Ram Kumar Pahan
7. Shri Vikash Kumar Munda
8. Shri Glen Joseph Galstaun (Nominated)

1.3 Administrative Expenses:

As per guidelines, the nodal district can use the amount for their administrative expenses and for the following activities:

- i. Hiring of services/consultants for handling Accounts, Data Entry, uploading of data on website, etc;
- ii. Creating awareness among public about the Scheme and dissemination of information of ongoing and completed works;
- iii. Expenses incurred (a) to make MPLADS/MPLADS Works Monitoring Software and other
- iv. MPLADS/MLALADS portal(s) operational, (b) to get the audit of the accounts done and obtain audit certificate, and
- v. Outsourcing of technical estimates (if found necessary) in specialized cases.

1.4 Objective

The prime objective of Project Management Unit/ Planning & Monitoring Unit (PMU) is to provide requisite technical and managerial support including nontechnical support to the cities covered under the Ranchi district in a professional manner to oversee the progress of the implementation of the sanctioned or to be sanctioned projects undertaken under Members of Parliament Local Area Development Scheme (MPLADS) and MLA Local Area Development Programme (MLALADS) as per guidelines issued by concerned departments from time to time.

2 Scope of Work

2.1 Scope of Work of Project Management Unit/ Planning & Monitoring Unit (PMU)

Project Management Units/ Planning & Monitoring Unit (PMU) would primarily undertake the following tasks:

- i. Provide day-to-day handholding support to the District Administration in developing technical & managerial skills, knowledge management for urban / rural project planning, implementation and handling / maintenance, of programmes of MPLADS/MLALADS
- ii. Identify areas requiring technical support and plan for providing the technical support for capacity building in the identified areas.
- iii. Assist the district covered under District in improving systems, in areas of financial management, service delivery, planning, and governance.
- iv. Monitor progress of various activities undertaken under MPLADS/MLALADS and provide regular feedback (i.e. written monthly reports) to the District Administration.
- v. Assist the district in promoting efficiency, improving performance and focusing on outcomes, through continuous interaction with key officials and other stakeholders including the private sector and civil society.
- vi. To upload the data of scheme on relevant portal.
- vii. Coordinate in holding workshops and meetings as may be necessary for effective operationalization of project.
- viii. To prepare the MIS as recommended by District Administration.

- ix. Financial professional is expected to prepare UC based on work completed and coordinate with the auditors and the state departments in financial matter.
- x. To assess financial disbursement against each stage & submit UC for release of payments for the next stage.
- xi. To account all disbursement & receipts through accounting software.
- xii. To prepare statement of expenses to submit the auditors
- xiii. To coordinate with auditors for financial performance review.
- xiv. To make site visit of different blocks as per the approved travel plan or as per direction of District Administration and to ensure quality of construction by executing agencies.
- xv. To prepare regular field visit report mentioned the issues in the field regarding execution of the projects.
- xvi. To prepare model estimates and to conduct quality checks in different projects as directed by the district administration.
- xvii. Perform such other task as may be assigned to it from time to time by the district administration.

3 Eligibility Criteria

3.1 Eligibility Requirements for the Organization

The applicant must possess the requisite experience, strength and capability in providing the services necessary to meet the requirements as described in the RFP document. The applicant must also possess the technical know-how and the financial wherewithal that would be required to successfully provide the services for setting up and running the Program Management Unit (PMU) for the MPLADS & MLALADS Programme. The proposals must be complete in all respect and should cover the entire scope of work as stipulated in the RFP document. The invitation to Proposal is open to all applicants who qualify the eligibility criteria as given below:

Condition of Eligibility			
Sr.no.	Basic requirements	Specific Requirements	Documents Requirement in technical bid
1	Legal Entity	The Bidder should be an Company registered under the Indian Companies Act, 1956 or Indian LLP act 2008 since last 7 (Seven) years. RoC Certificate to be enclosed.	Certificates Of Incorporation Registration Certificates GST Registration PAN of the Firm
2(a)	Bidder's Experience - PMU	The Bidder should have experience of at least one assignment of setting up Project Management Units/ Planning & Monitoring Unit (PMU) with a net value of more than Rs 1cr (Single project, not cumulative) with the District/State/Central Government level in last 3 previous years from the last date of bid submission.	The applicant is required to submit proof of engagement such as: Work Order/ Engagement Letter/Agreement

2(b)	Bidder's Experience – Jharkhand	The bidder should have at least 1 assignments of providing PMU for Government in the State of Jharkhand with a value of more than Rs 50 lakh (single project) in last 3 previous years from the last date of bid submission.	The applicant is required to submit proof of engagement such as Work Order/ Engagement Letter/ Agreement
3	Bidder Turnover	Total average annual turnover for the last 3 years of the company a minimum of Rs.2.00 Crore every year.	Audited Balance sheet and Profit & Loss Account OR Certificate from the Chartered Accountant
4	Earnest Money Deposit	The bidder should furnish, as part of its Proposal, an Earnest Money Deposit EMD of INR 1, 00,000 (Rupees One Lakh only), in the form of Demand Draft or Bank Guarantee from any Nationalized Bank/ Scheduled bank made in favour of Deputy Commissioner, Ranchi	Original Bank Draft / Bank Guarantee
5	Authorized Representative from Bidder	A Power of Attorney / Board Resolution In the name of the person signing the bid.	Original Power of Attorney / Board Resolution Copy

3.2 Structure of Project Management Unit/ Planning & Monitoring Unit (PMU)

3.2.1 The PMU is envisaged to play a vital support role in enhancing overall efficiency and effectiveness in implementation of the MPLAD&MLALAD Scheme. This unit is expected to provide support to office of Deputy Commissioner for 3 year duration.

PMU: The PMU will comprise of following 6 professionals

1. Team leader (1 no.)
2. Quality Monitoring professionals
 - 2.1 One Civil engineer (1 no.)
 - 2.2 Asst. Civil Engineer (2 nos.)
3. MIS & IT Specialist (1 no.)
4. Audit & Accounting Specialist (1no.)

The experience and inputs requirement of the PMU during the course of the mission is as follows:

Position	Qualification & Skills	Experience	Document required in technical bid
Team leader (1 no.)	MBA from recognized Institution / university of good repute and standing.	Minimum 5 Yrs. experience in relevant field. Minimum 2 yrs. experience in Govt. Projects PMU as major member	CV as part of technical bid
Civil engineer (1 no.)	Master Degree in Civil Engineering from recognized Institution / university of good repute and standing.	Minimum 5 Yrs. experience in relevant field. Minimum 2 yrs. experience in large Govt. infrastructure related projects	CV as part of technical bid
Asst. Civil Engineer (2 nos.)	Bachelor Degree in Civil Engineering	Minimum 3 Yrs. experience in relevant field. Minimum 2 yr. experience in Govt. projects	CV as part of technical bid
MIS & IT Specialist (1 no.)	B.Tech in Computer Science/ Information Technology from a recognized university	Minimum 3 Yrs. experience in relevant field. Minimum 1 yr. experience in Govt. projects	CV as part of technical bid
Audit & Accounting Specialist (1no.)	B.Com/MBA (Finance)/ CA Inter / CS Inter/ CMA Inter	Minimum 3 yrs. experience in relevant field.	CV as part of technical bid

4 Evaluation Criteria

4.1 The Bidder shall be selected on the basis of Quality cum Cost Based System (QCBS), where by Technical Proposal will be allotted weightage of 70% and Financial Proposal will be allotted weightage of 30%. The Proposal with the lowest bid shall be given a financial score of 100 and the other proposals shall be given financial scores that are inversely proportionate to lowest Financial Proposal as stated below. The total score, both technical and financial, shall be obtained by weighing the quality and cost score and adding them up.

4.2 Financial Proposals of only those Applicants who scores at least 60% marks in Technical Proposal evaluation shall be opened and evaluated as per financial evaluation criteria. The Financial Proposals shall be given scores as follows:

$$Sf = 100 \times Fm / \text{Financial Proposal of Applicant under consideration.}$$

1. Fm: Lowest Financial Proposal
2. Sf: Financial Score

4.3 For selection of bidder, final ranking will be determined based on the combined total score for each Bidder separately. This will be done by applying a weight of 0.70 (or 70%) and 0.30 (or 30%) respectively to the technical and financial scores of each qualifying Proposal.

The Total Score of Technical Proposal and Financial Proposal shall be computed as follows: Total Score = (Te X 0.70) + (Sf X 0.30) Te: Technical score.

4.4 Selection

The Bidder scoring the highest Total Score shall be declared as the "Selected Bidder"

4.5 Technical Evaluation Criteria

Technical Evaluation Criteria		
Sr.no.	Criteria	Maximum Marks
1	Firm's Experience	40
1.1	The Bidder shall have experience of running /Providing consultancy services for Project Management Units / Planning & Monitoring Unit (PMU) with the District/State/Central Government for at least 1 year with Minimum team of 5 full time members. The total contract value should not be less than Rs. 50 Lakh each. (Only projects in last three years will be considered) (For the purpose of evaluation, experience of Project Management Consultancy (PMC) will be considered.	40
1.2	Marks for each project (Top projects will be selected for evaluation (Maximum 4)	10

Marking criteria for each project will be based on three factors. Below mentioned are the details regarding same:--

I	Performance Level Factor	Multiplier
1	National Level	1
2	State Level	0.95
3	District Level	0.85
II	Project Value factor	Multiplier
1	More Than Rs. 3 cr.	1
2	Rs. 1 to 3 cr.	0.95
3	Rs. 0.50 to 1 cr.	0.85
4	Less Than Rs. 0.5 cr.	0.0
III	Relevant Factor	Multiplier
1	Very Relevant	1
2	Quite Relevant	0.9
3	Not Very Relevant	0.6
4	Not Relevant	0

2	Technical Presentation	60
2.1	Presentation of Team Leader	10
2.2	Presentation of Civil Engineer	10
2.3	Presentation of MIS & IT Specialist	10
2.4	Proposed Action Plan and Approach & Methodology	30

Please Note:-

1. The presence of Team Leader, Civil Engineer and MIS & IT specialist is mandatory at the time of presentation.
2. The PMU team will not be changed by the selected bidder without due notice of 1 months prior to such an event. In such a case, a penalty of 10% of the dues payable as per the financial proposal shall be levied on the agency. In case of a change of team member without such notice, a penalty of 10% of the entire financial cost of the team for a period of 3 years shall be levied on the agency.

Payment Terms:-

1. Payment will be made on monthly basis on submission of team work done report and plan for next month & the satisfaction reporting authority.

4.6 Financial Proposal

FORM FIN - 1

FINANCIAL PROPOSAL SUBMISSION FORM

(Location, Date)

To

The Deputy Commissioner
Ranchi, Jharkhand

Dear Sir,

We, the undersigned, offer to provide the consulting assignment/job for {Insert title of assignment/job} in accordance with your request for proposal dated {Insert date} and our Technical Proposal. Our attached proposal is for the sum of {Insert amount(s) in words and figures} This amount is exclusive of the goods and service tax. We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in reject of our financial proposal.

Our financial proposal shall be binding upon us subject to the modification resulting from contract negotiations, up to expiration of the validity period of the proposal will be:

Rs.....(In words Rupees.....)

For a contract period of 3 years.

The breakup is as follows:-

			Cost (Total)
1.	Team Leader	1	
2.	Civil Specialist	1	
3.	Civil Engineers	2	
4.	IT Specialist	1	
5.	Audit Specialist	1	
	Other charges		
	Taxes/cess etc		
	Total (for full team for 3 years)		Rs .

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:

FORMAT OF PROJECT EXPERIENCE

Project Name	
Contracting Agency	
Period	_____ to _____ (___ Months)
PMU Composition	<ol style="list-style-type: none"> 1. Team Leader -1 2. Manager -3 3. 4.
Level	National/State/District
Location	
Project Value (Total)	
Completion date	
Project Deliverables	<ol style="list-style-type: none"> 1. 2. 3.
Certificate from contracting agency	(Attach work order/agreement and completion certificate)

Authorised Signatory