

IREL (India) Limited

Response to pre bid meeting dated 17/8/2020 towards Selection an Architectural Consultant to undertake Design, preparation of layout and other specifications, preparation of terms of reference for civil works for multi storied office building along with the supervision of civil works during the construction stage

Ref : RFP no IREL/CO/PT/RFP/06/2020 dated 06/08/2020

Sr. No.	Page no./ Clause No.	Clause Details/ Description	Query	Remark/Clarifications
1	16/ Clause 2.4.1	PQ>>1-Legal entity-The Bidder should have a license to practice architecture or render architectural or consulting services in India by Council of Architecture, India or the Government of India. The registration should be valid on the date of opening of technical bid	XXX India Private Limited is a MNC consultancy organization and has inhouse team of Architects registered under COA. Please confirm if XXXX can participate in the said tender. Engineering Consulting Firm (Registered with Registrar of Companies, Govt. of India) with having on role Principal Architects who is registered with COA can participate in this bid.	Yes, as per RFP.
2	16 Clause 2.4.1	3-Technical Capability/Work Experience-The Architectural Consultant should have completed, in the last 10 Years preceding Bid Due Date, One completed eligible assignment of Work Order value not less than INR 120 (One Hundred & Twenty) Lakh,. Eligible assignments should involve Architectural consultancy works with scope.....	XXXXXX is a 100% subsidiary of parent company XXXSingapore Pte Ltd (MSPL) which is a 40 year old consultancy firm and as per normal practice Meinhardt EPCM India Private Limited, intends to use the: • project experience both local and international of parent company to meet the eligibility criteria of this tender . We understand this is acceptable. Please confirm our understanding is correct	Bidders should submit assignments/orders in his name. RFP condition will prevail.
3	16 Clause 2.4.1	3-Technical Capability/Work Experience-In case of unavailability of completion certificate, The bidder may submit certificate(s) from practicing chartered accountants stating the payments received and works completed, as the case may be,....	We understand that TDS certificate issued by Client for the payments received will hold good for the same. Kindly confirm	As per RFP
4	16/ 2.4.1 (2)	The bidder should have a local office in Mumbai Metropolitan Region (MMR). In the event, the Agency does not have an office, they have to submit an undertaking to open an office, before entering into the Agreement	Request allow office anywhere in India with Associate/Resident Architect in Mumbai	As per RFP
5	30/3.	Proposed Methodology and Work Plan	Will the proposed methodology and action plan have to be submitted along with the bid?	Yes

6	64/ 2.2	'Consultant to make sure third-party quality control (TPQ) of the work by getting the Civil / structural drawings having load implications vetted and approved by IITs, NITs, Govt. Engineering College, Central Building Research Institute (CBRI) or other central/state government institutes providing such services and certification.'	Request that all costs and fees related to vetting authorities be paid directly by IREL so that the process remains as neutral and unbiased vetting (which gets violated the moment the auditee is also paying the third party auditor). However, coordination and all necessary documentation to enable the TPQ will be done by the Consultant.	As per RFP
7		Site Plan, Site visit	Please provide site plan in AutoCAD or PDF. Please provide Site address and Contacts of concerned Person	Plot no : C.T.S. No. 327 area 1753 sqm at village Wadhawali, Taluka Chembur in the District Mumbai Suburban, On or towards the North by-collector colony road, On or towards the South by- CTS no 326, On or towards the East by-Ghatkopar Mahul Road, On or towards the West by- CTS NO. 328, 329, 330. Site co-ordinate 19°02'35.7"N 72°53'35.1"E (https://goo.gl/maps/dvWNxfWUyZhnFPs4A)
8		Project Cost, Area, Requirement	What is the Estimated Project Cost? What is Proposed Built-up Area?	Based on interaction with IREL and applicable FSI, successful bidder will arrive at the project cost taking into account ToR requirements.
9	Page No. 2	Schedule of tender >> Earnest Money Deposit/Bid Security (EMD) : INR 1,50,000/-	MECON being a Central PSU, may please be exempted from furnishing EMD.	As per RFP
10	17/ 2.4.1 (4)	Financial Capability The Bidder should have a minimum average annual turnover of INR 75 (seventy five) lacs over the last three audited Financial Years (if FY 2020-21 is not audited, provisional statements if available to be provided and audited statements of FY 2017-18, FY 2018-19, FY 2019- 20 to be provided)	As per our understanding in this clause, Assessment Year has been referred as Financial Year (FY). Please confirm	Same may be read as : The Bidder should have a minimum average annual turnover of INR 75 (seventy five) lacs over the last three audited Financial Years (if FY 2019-20 is not audited, then audited statements of FY 2016-17, FY 2017-18 & FY 2018-19 are to be provided for consideration)
11	Pg no 2	Schedule of tender >> Bid Document Submission Address*: The documents (as called for in Envelope-1 & Envelope-2 only) in Original is to be submitted vide Post/ Courier/ personally handed over within Ten (10) days of closure of e-tendering event. No Financial Bid to be submitted	Since bid is submitted online, clause towards submission of hard copy of the bid may please be withdrawn. However, originals of payment shall be submitted to IREL.	As per RFP
12	64/2.1d of Appendix 9	Appendix 9 (2.1 d) ToR>> List, analyze and take all the approvals and clearances as required in accordance with the existing legislation, rules, regulation, codes and standards, and timeline. The list below is only indicative, and not limited to	Approval shall be taken by IREL from the respective authority. However, consultant shall provide required technical assistance to IREL for taking such approval.	As per RFP

13	44/Appendix 4	Secrecy Agreement >> WHEREAS, _____ [Bidder] had participated in the RFP and now will be Undertaking design, layout, preparing specifications and supervision of Civil works for multi storied office building at Wadhawali, Chembur (East), Mumbai	As this would be applicable to the executing agency, it is proposed that the same shall be signed by the successful bidder post award of contract. Kindly confirm.	As per RFP
14	42/Appendix 3	Appendix 3 – POWER OF ATTORNEY FOR SIGNING OF BID	We have a standard POA issued to our authorized signatory which covers the requirement being specified by IREL. Hence, we propose to submit the same.	Acceptable
15	2/Schedule of Tender	Schedule of tender >> Bid Document submission Address*: The documents (as called for in Envelope-1 & Envelope-2 only) in Original is to be submitted vide Post/ Courier/ personally handed over within Ten (10) days of closure of e-tendering event. No Financial Bid to be submitted.	Under clause 3 page 22, Preparation and submission of Bids it has indicated that: The bidder shall scan and upload copy of the Bid Security/ EMD in the MSTC Portal and send physical copy to IREL's Corporate Office Address so as to reach Corporate Office within 7 days of the due date of submission of the Bid. ☐	Clause 3 (pg 22)and clause 3.2 (page 24) , 7 days may be read as 10 days .
16	70/2.2 of Article 2	Security Deposit >> Bank guarantee shall be as per format given in Annexure-I, valid for thirty-six (36) months form the date of issue with an additional claim period of ninety (90) days....	As the project completion schedule is 22 months, the validity of the security deposit also may please be kept 22 months from the award of the contract	The security deposit Bank guarantee shall be valid for 28 (twenty eight) months form the date of issue with an additional claim period of ninety (90) days..... Other terms will remain naltered.
17		Site Visit / Deployment	Presently the entire nation is facing severe lockdown / quarantine restrictions imposed due to COVID-19 and the health risks associated with it. Hence, we propose that the project would be carried out curtailing all avoidable travel as per GoI guidelines. All the discussions / presentations / interactions can be carried out through virtual aids and the job shall be carried out without compromising in fulfilling the technical requirements of the assignment.	As per RFP
18		Schedule of tender >> Site Visit / Deployment Estimated Value of the services / Job Rs 1.50 Crores	With respect to the volume of the work, the estimated value seems to be very low. Kindly review the same.	As per RFP

19	67/Clause4	Deliverables/ Time line	Timeline for completion of engineering work is very less. Kindly review.	1) Schedule of tender (pg 2) : Period of service is 22.5 months 2) Duration of Work (clause no 3 pg 66)-The duration of work for completing all the activities mentioned in the scope of work other than the supervision of the civil works being undertaken by civil Contractor will be 4 and 1/2 months 3) Article 1 (pg no 70)This Agreement shall take effect from the Effective Date of the Agreement and shall remain in force for a total period of 22 1/2 (twenty two and half) months of which initial 4 1/2 (four and half) months would be for design, layout, preparing specifications and taking requisite permissions for Civil works for multi storied office building and 18 (eighteen) months would be for supervision of Civil works for multi storied office building of IREL (India) Limited, after appointment of the Contractor.....
20		Architectural firms shall be responsible for design preparation of layout, specifications, day to day supervision including quality aspects and assistance in getting all statutory approval	Kindly clarify all other consultants i.e. structural, mechanical, electrical, plumbing, firefighting, shall be under whose scope? Will IREL appoint them or will they be under vendor's scope or paid by vendors?	All the activities covering conceptualisation, design, layout preparation, BOQ, RFP for civil contractor and supervision of civil and construction work as per ToR (Appendix 9) is under the scope of bidder. Civil work also consists of construction work including mechanical, electrical, plumbing, HVAC and other allied works for completion of the project as per RFP.
21			By when transaction fees have to be paid to MSTC?	Refer pg9 clause 3 (iii)
22		Apart from EMD and Transaction fees, there is tender fees.	How much is that and to whom it is to be paid?	Since this is e-tender, tender fee is Nil.(clause no 2.7.3)
23	./1.2 & 1.3.3	In point 1.2, it says assisting in obtaining all the related statutory approval towards construction and occupation of office bldg. and point 1.3.3 says obtaining statutory clearances	Kindly clarify	As the activity is to be carried by the bidder on behalf of IREL, requisite signatures of IREL, in various applications, will be taken by the bidder for obtaining various approvals. Bidder is to obtain various statutory approvals and requisite clearances as per RFP.
24	Clause 2.4.2	The Conflict of Interest is guided by CVC circular no 08/06/11 dated 24/06/11	Where can we find this circular?	It is in the public domain.
25	Clause 2.5		Point 2.5 queries or clarification for additional information concerning RFP, to be submitted in writing to the designated personals in hand copy as well as email. Are these queries/clarification which may be required after last date of pre-bid queries of 14/08/2020 or no queries clarification after 14/08/2020.	As per RFP
26		Secrecy agreement	Secrecy agreement as required to be submitted in envelope-1, has to be signed by the proprietor of firm or power of attorney holder shall do?	As per RFP

27	16/2.4	<p>2.4 Pre- Qualification Criteria:</p> <p>2.4.1 The Bidder should meet the following Pre- Qualifying Criteria (PQC):</p> <p>Point no 3 – Technical Capability/ Work Experience</p> <p>The Architectural Consultant should have completed, in the last 10 Years preceding Bid Due Date,</p> <p>One completed eligible assignment of Work Order value not less than INR 120 (One Hundred & Twenty) Lakh, ...assignments of Work Order value not less than INR 60 (Sixty) Lakh.</p>	<p>WORK ORDER VALUE</p> <p>means the fees received for the project??</p>	Yes, as per RFP.
28	22/3.1	<p>3.1 Bid Security</p> <p>In terms of the RFP, a Bidder will be required to deposit, along with its Pre-Qualification Documents, a bid security for INR 1,50,000 (Indian Rupees one lakh fifty thousand) in favor of "IREL (India) Limited" in the form of Demand Draft/Bank Guarantee (as per format provided in Appendix 8) payable at Mumbai from any Indian Nationalised Bank. A proposal without the Bid Security shall be rejected, as nonresponsive.</p>	<p>BG should be allowed from Scheduled / Co – operative Bank</p>	RFP condition will prevail.
29	51/form 2	Form 2 - Technical Score calculation Technical Score of the Bidder	What kind of information has to be filled here	To meet the criteria mentioned under clause no 4.4(pg no 28-30)
30	58/form 8	Form 8 – Proposed Methodology and Work Plan Proposed Methodology and Work Plan	<p>For preparing methodology we will require the following documents from your end:-</p> <ol style="list-style-type: none"> 1. CTS plan 2. Location plan 3. Dimensional Site plan 4. Any related municipal documents 	PL refer reply at sl no 7.
31	63/ Appendix 9	<p>Appendix 9 - TERMS OF REFERENCE (TOR)</p> <p>2 Scope of work</p> <p>d) Submit a 'walk through' of the final concept finalized by IREL.</p>	<p>Preparation of walk through is expensive as it is prepared by experts and charged for per second. We thereby request you to allow Power point presentation along with 3D views.</p>	As per RFP

32	Appendix 9	<p>Appendix 9 - TERMS OF REFERENCE (TOR)</p> <ul style="list-style-type: none"> • Site assessment and Soil testing • Geotechnical investigation with necessary recommendation for construction of multi storied building required foundation type etc. to be provided also results and findings to be furnished. • Consultant to make sure third-party quality control (TPQ) of the work by getting the civil/structural drawings having load implicati...state government institutes providing such services and certification. 	<p>Different agencies have to be hired for these services. The professional fees charged by these agencies should be directly paid by the Client separately and additionally.</p>	As per RFP
33	Appendix 9	<p>Appendix 9 - TERMS OF REFERENCE (TOR)</p> <p>2.10 Supervision of the civil works undertaken by the civil Contractor and Quality Management</p> <p>The Architectural Consultant shall be responsible for day to day supervision of civil works at site to ensure quality execution according to the designs, drawings, layouts, specifications and applicable Indian Standards.</p>	<p>Does this mean that our personnel have to be deputed at site every day? Number of site visits required of consultant till obtaining occupancy/completion certificate.</p>	Among other things successful bidder will act as the project management agency, hence activities are to be planned accordingly. As per RFP
34	24/3.3.2.a	All the costs associated with	needs more clarification	As per RFP
35	8 /Cl. No. (3) (i)	<p>Special Note towards Transaction fee:</p> <p>i. Transaction fees:</p> <p>MSTC shall collect transaction fees @ 0.05% of the estimated value of Services prevent from all the participating vendors subject to minimum of Rs 1000/- and maximum of Rs 15,000/- per event per vendor. GST is to be paid extra as applicable on the transaction fees by the vendors.</p>	<p>Is Transaction fee applicable MSME establishments also? If so, will the portal enable submission of bids without the same?</p> <p>If the Bidder is a JV, in whose name shall the fee be submitted?</p>	Transaction fee : All bidders have to pay the same and will be refunded as per RFP Fee to be submitted in the name of JV company.

36	12 /Cl.No.1.2	<p>Objectives IREL has land admeasuring 1753 sq metre at Wadhawali, Chembur (E) Mumbai. It is contemplated to construct the Corporate Office building at this locationonstruction activities are to be carried out as per extant guidelines in force.</p> <p>Now, for facilitating civil construction work, IREL intends to select an Architectural Consultant to undertake Design, preparation of layout and other specifications, preparation statutory clearances towards construction and occupation of the office building.</p>	<p>Plot area is 1753 Sq.m at Wadhawali, Mumbai. What is the FSI permissible?</p> <p>What is the PAC of the project? (Project Cost)?</p>	<p>Successful bidder has to ascertain the FSI for the proposed plot. Regarding PAC , see the replies furnshied at point no 8.</p>
37	14/2.1.2	<p>2. Instructions to Bidders 2.1 Mode of Bidding 2.1.2 Consortium/ Joint Venture with any other party is also allowed.</p>	<p>In a JV Bid, does the entity which satisfies the pre-qualifying Criteria have to be the Lead Partner?</p>	<p>Apart from clasue no 2.1.2, 2.2. and 2.41, following additional points are applicable to consortium bidders :-</p> <ol style="list-style-type: none"> 1. The Bidder should be (lead Bidder in case of consortium) a proprietor or partnership firm or a Company registered in India under Indian Companies Act 1956 or 2013 or a Limited Liability Partnership under the Limited Liability Partnership Act of India, 2008. 2. Clause no 2.3.4 will be applicable to all the consortium members also. 3. For meeting the PQ criteria at 2.4, in case of Consortium, it can use the credentials of its Consortium Members. Consortium, the consortium members together; should have a minimum average annual turnover of Rs 75 lakhs as per point no 4 of clause no2.4.1. 4. In case of consortium, each member should provide self certificate that it has not been black listed by an authorised signatory on the company's letter head with signature and seal in compliance to point no 5 of PQ lasue 2.4.1 5. In case the Bidder is a consortium, all the documents/ information submitted by each member shall be signed and stamped by the authorized signatory of Lead Member. 6. Consortium agreement with responsibility matrix to be provided under Envelope 1.
38	16/2.4.1	<p>Technical Capability/Work experience</p>	<p>Most Completion Certificates given by clients only state the executed Project Cost only, does such Completion Certificates hold good for projects costing above Rs. 35.0 Crores</p>	<p>As per RFP</p>

39	25/3.4	Sealing & Marking of Bids The documents should reach latest by Ten (10) days of closure of tendering event failing with IREL reserves the right to reject the bids.	Since Speed post/Couriers may be delayed due to Covid Protocols/Lockdown, can the date of dispatch be considered and not the date of receipt by IREL?	As per RFP
40	28/4.4.1	Calculation of Technical Score S.No. 1 Design, layout, preparing specifications, supervision of Civil works	is the PQ Project of Rs. 120 Lakhs eligible for 20 marks or only additional projects are eligible for 20 marks each?	Refer clause no 4.4.1. PQ assignments can not be considered for technical score calculation.
41	29/4.4.1	Calculation of Technical Score S.No. 2 Key professional staff qualifications and competence for the proposal	Is there a minimum value of such 'Relevant project' for obtaining the 4 marks and 2 marks? Can the Projects given for PQ also, be considered as Relevant Projects? To get the said marks. Can the same projects be considered as 'Relevant projects' for both (1) Architectural Project Manager(2) Architectural/Civil Engineer if they are working as a Team.	No minimum value required for the relevant project for key professional score mentioned under pg no 29. For others as per RFP.
42		Certificate from the practicing-chartered accountant	If ITR, P&L and Balance Sheets are submitted, is a further certificate required from Chartered Accountant?	As per RFP
43	Pg No. 63 Cl. No. 2	Appendix 9-Terms of References Scope of Work The role of Architectural Consultant also includes the preparation of BOQ, specifications and RFQ for carrying out the civil construction work and the Architectural Consultant will members as per requirement and as directed by IREL	Is the BOQ & Specifications be prepared in DSR?	Successful bidder has to decide the same based on applicable rules and regulations
44	Pg No. 64 Cl.No.2.1(d)	Site assessment and Soil testing d. List, analyze and take all the approvals and clearances as required in accordance with the existing legislation, rules, regulation,below is only indicative, and not limited to - • Environmental clearances from Environment (MGGM/Maharashtra Pollution Control Board) (relating to civil infrastructure), as applicable	For this project, which is rather small, whether Environment Clearance is required other than from Pollution Control Board?	Bidder has to find out the same. As per RFP

45	Pg No. 65 Cl.No. 2.10	Supervision of the civil works undertaken by the civil Contractor and Quality Management The Architectural Consultant shall be responsible for day to day supervision of civil works at site to ensure quality execution according to the designs, drawings, layouts, specifications and any defect found in the contractor's work	Does 'day-to-day' supervision imply a person(s) to be fully at the site throughout or only daily supervision by site visit (other than for concreting operations)?	Refer reply at sl no 33.
46	PgNo.67 Cl. No. 4	Deliverables Milestones & Deliverables(Column no 7) Supervision of Civil works undertaken by civil Contractor and ensuring successful completion of all construction works including HVAC, MEP, Interiors etc. all complete. T1+ 18 months	Adherence to timelines will depend on approval of IERL at each stage. Hence this must be factored in the timeline. Hence the timeline must be mentioned as '___' months from the approval of the previous stage by IREL.	As per RFP
47	Pg No. 70 Article 2	Article 2 Security Deposit	Does Security Deposit include the EMD? Can this Security Deposit be collected from Running Consultancy Bills? Are MSME companies exempt from this Security Deposit?	As per RFP
48	Pg No. 71 Article 3 Cl.No.3.1.1	Payment Milestone Project Milestone (Table) S.No. 1 Submission of Interim report consisting of Soil testing & Geotechnical tests results, Environment impact of civil works – 5%	Since external agencies are to be hired for survey, and geotechnical tests, can this percentage be increased to 10% and corresponding 5% be reduced from Supervision of Civil works undertaken by civil Contractor for multi storied office building (Sl No.6)	RFP condition will prevail.

49	<p>PgNo.75</p> <p>Article 6</p> <p>Cl.No.6.1.1</p>	<p>Liquidated Damages</p> <p>6.1. Liquidated Damages (LD) against delay</p> <p>If the Architectural Consultant fails in meeting any Project Milestone related to Design, layout and preparing specifications for civil works of the multi storied office building project as mentioned in the RFP, then the Architectural Consultant shall pay IREL liquidated damages of amount equivalent to zero point five percent (0.5%) of the allocated contract value(Basic amount without tax) for delay by each week or part thereof following the scheduled Project Milestone, however, the Architectural Consultant shall not be liable to pay any liquidated damages during the Supervision of civil works undertaken by civil Contractor. Also, in no event shall the Architectural Consultant be required to pay more than five percent (5%) of the allocated contract value as LD under this Clause.</p>	<p>0.5% per week for delay</p> <p>Since 18 months period is the responsibility of the Contractor for which there will be a Penalty Clause in the Agreement with the Contractor, the Liquidated Damages shall not be imposed on the T1+18 months deadline on the Consultant</p>	As per RFP
50	Technical Capability/ Work Experience	<p>PQ (2.4)>> One completed eligible assignment of Work Order value not less than INR 120 (One Hundred & Twenty) Lakh - Eligible assignments should involve Architectural consultancy works with scope including design, preparation of layout and specifications, and supervision of multi storied office building/ Multi storied Commercial buildings (of atleast 2000 sq. m. built up area), completed in the last 10Years preceding the Bid Due Date</p>	<> We request that, please allow residential / township projects as well under eligibility criteria.	As per RFP

51		<table><thead><tr><th>S.No.</th><th>Project Milestone</th><th>Payment %</th></tr></thead><tbody><tr><td>1.</td><td>Submission of Interim report consisting of Soil testing & Geotechnical tests results, Environment impact of civil works</td><td>5%</td></tr><tr><td>2.</td><td>Submission of draft Designs, Drawings, Layouts pertaining to civil works and presentation in IREL office at Mumbai</td><td>15%</td></tr><tr><td>3.</td><td>Acceptance of final Design, Drawings, Layouts, walk-through pertaining to civil works by IREL and presentation in IREL office at Mumbai</td><td>10%</td></tr><tr><td>4.</td><td>Submission of Final Terms of Reference, BOQ, cost estimate and technical criteria after acceptance by IREL for Selection of Contractor to undertake Civil works for multi storied office building and report on Environment Management</td><td>10%</td></tr><tr><td>5.</td><td>Obtaining all requisite nodal permission for commencement of civil construction work</td><td>10%</td></tr><tr><td>6.</td><td>Supervision of Civil works undertaken by civil Contractor for multi storied office building</td><td>40% (In 4 equal installments of 10% each based on every 25% physical progress under the civil Contractor's scope of work as certified by IREL.)</td></tr><tr><td>7.</td><td>Ensuring successful completion of Civil works by the Contractor for multi storied office building, receipt of all final clearances including occupation certificate</td><td>10%</td></tr></tbody></table>	S.No.	Project Milestone	Payment %	1.	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52	Curriculum Vitae (CV) for Proposed Experts	Form 7>> Signature of expert and authorized representative of the firm	In this COVID - 19 time, most of our team members are working from remote / home locations. We request you, please accept Scan Signature of authorized representative of the firm in case Signature of expert is not available	As per RFP																																																			
53			Kindly confirm that firms registered with MSME need not pay the EMD as well as the Transaction fee.	EMD applicability : refer clause no 2.3.1(pg no 15). Transaction fee : refer clause no 3.0 (i) and (v) [pg no8-9]																																																			
54	Point 2.4	PQ criteria >> Technical Capability/Work Experience	It is requested to consider Residential/Institutional Projects as well. Further, projects where Detailed Project Report has been completed and construction has commenced or part Occupation Certificate has been obtained may also be considered for evaluation.	As per RFP																																																			

These clarifications alongwith bidders seal and signature will be submitted by the bidders as a part of RFP document under Envelope 1.