

REQUEST FOR PROPOSAL

“Empanelment of Central PSUs for execution of Civil/E&M Works including Interiors and Major/Minor Additions and Alterations including Repairs at Various Centres”

Tender No:

Date: 06th February 2019



Software Technology Parks of India
Ministry of Electronics & Information Technology
Government of India

9th Floor, NDCC-II, Jai Singh Road, New Delhi -110001

Tel. No. 011-23438188

1. FACTSHEET

Sl. No.	Particulars	Details
1	Inviting agency	Software Technology Parks of India (STPI)
2	Mode of Tendering	e-Tender(online)on URL on http://eprocure.gov.in in Two Bid system as follows: a) Technical Bid b) Financial Bid
3	Date of issue of RFP	06 th February 2019 1000
4	Tender Fee	Rs. 1000/-
5	Last date for Submission of Queries/Clarifications	15 th February 2019
6	Pre-Bid Conference	19 th February 2019 1100 HRS
7	Bid submission due date & time	05 th March 2019 1700 HRS
8	Bid Validity	180 days
9	Address for Queries/Clarifications	CAO, STPI, 9 th Floor, NDCC-II, Jai Singh Road, New Delhi-110001 Email: rakesh.gairola@stpi.in
10	Bid Opening	07 th March 2019 1100 HRS

2. BACKGROUND

Software Technology Parks of India (STPI) is a Society under Ministry of Electronics & Information Technology (MeitY), Government of India, established in 1991 with the objective of boosting the Software & Hardware Exports from India. STPI has been the nodal support agency for the Indian Information Technology & Hardware Industry providing statutory services, technology services, incubation services, industry promotion and Government-interfacing services. STPI's role has been one of the key ingredients in the success story of offshore Indian IT industry.

One of the objectives of STPI is to promote MSMEs by creating conducive environment for entrepreneurship in the field of IT/ITeS. In order to achieve the same, STPI has been creating and providing plug & play incubation facilities. Further, STPI has been allotted land / built up spaces at various locations by the State Governments. These land / spaces have been used by STPI to promote IT/ITeS / Electronics industry. STPI has nine jurisdictions and in total more than 50 centres across the country.

STPI is in the process of enhancing & strengthening its incubation infrastructure & space across India. Additional Incubation space is being planned to be constructed across India for the benefit of industry.

3. PURPOSE

The IT/ITES and Electronics industry of India has attained a globally important status today. It's presence is in Tier-I cities / Metros within the country like Delhi/NCR, Bangaluru, Hyderabad, Chennai, Kolkata, Mumbai and Pune etc. and spreading to other Tier-II and Tier III cities. STPI operates through its 9 jurisdictions across the country including the North Eastern states & state of Jammu & Kashmir.

Most of the STPI centres have availability of land and space. This available land/space is planned to be utilized for creating infrastructure to provide “incubation facility” to IT/ ITES Electronics industry thereby promoting investments in the sector, facilitate balanced regional development, provide a level playing field to IT SMEs, generate employment in the Tier-II and Tier-III cities, support Entrepreneurs, Start-ups and R&D etc.

The proposed incubation facilities shall not be limited to plug-and-play but extend much beyond. These shall include

- Reliable connectivity solutions
- Raw or furnished office space at subsidised rent
- Marketing Assistance, Platform in various IT Events/Seminars
- Discounted STPI services
- Consultancy services
- Benefits of MeitY's any other Incubation Programmes.

4. Classification of Locations & Incubation Space / Presence of STPI

Across India, STPI has 58 Centres at following locations:

AGARTALA	IMPHAL	PATNA	GUWAHATI
AIZWAL	INDORE	PUDUCHERRY	GWALIOR
ALLAHABAD	JAIPUR	PUNE	HALDIA
AURANGABAD	JAMMU	RANCHI	HUBBALI
BENGALURU	JODHPUR	ROURKELA	HYDERABAD
BERHAMPUR	KAKINADA	SHILLONG	MUMBAI
BHILAI	KANPUR	SHIMLA	MYSORE
BHUBANESWAR	KHARAGPUR	SILIGURI	NAGPUR
CHENNAI	KOLHAPUR	SRINAGAR	NASIK
COIMBATORE	KOLKATA	SURAT	NOIDA
DEHRADUN	LUCKNOW	TIRUNELVELI	VISAKHAPATNAM
DURGAPUR	MADURAI	TIRUPATI	WARANGAL

GANDHINAGAR	MANGALORE	TRICHY	GOA
GANGTOK	MANIPAL	TRIVANDRUM	
GURUGRAM	MOHALI	VIJAYWADA	

In addition to above, STPI is expanding its presence at more locations as well as additional infrastructure at existing locations.

5. Invitation for Empanelment

- 5.1 STPI invites central PSUs for execution of Civil / E&M works including interiors, major /minor additions, alterations and repairs at various centres. The empanelment shall initially be for a period of three years which may also be extended for a further period of one year with mutual consent. Interested PSUs should provide information demonstrating that they have the required logistics and relevant experience in the field of construction and/or in the IT related infrastructure.
- 5.2 The PSUs, if required, may associate any specialized consultancy at their level to fulfil the requirements for execution of the works as per requirements of STPI and according to norms laid down by the Government of India.
- 5.3 The role /responsibility of STPI shall be limited to deposit the cost of the work including departmental and other statutory charges based on approved PE/ Tendered cost /Cost of the work, whichever is less. All statutory compliances including compliance of CVC/CAG guidelines shall be the responsibility of the concerned PSUs and STPI shall stand absolved from any liability in this regard.

6. Scope of Work

- 6.1 Exact scope of work may vary for different projects.
- 6.2 Scope of work may include all preliminary requirements, Architectural, Structural, Civil, E&M, Maintenance, LAN, Telephone, backup power and other works required for intelligent and state of the Art IT infrastructure and Incubation facilities.
- 6.3 The agency shall be responsible for entire supervision, monitoring, obtaining statutory compliances and other requisite clearances from local bodies, submission of completion certification and handing over of site to STPI along with the relevant documents. The agency shall be accountable to carry out the works in compliance and adherence to applicable Government Guidelines including those from CVC/CTE.
- 6.4 The PSU shall be responsible to complete the project awarded to it within prescribed time period.

7. Instruction to Bidders

- 7.1 The bidder can download tender document/Corrigendum, if any, from www.stpi.in & <http://eprocure.gov.in>. Tender is to be submitted online on URL <http://eprocure.gov.in>.
- 7.2 Information and instructions for bidders posted on website shall form part of bid document.
- 7.3 Each bidder shall submit only one tender. If a bidder submits more than one bid, the bids are liable to be rejected.
- 7.4 Any Tender not accompanied with Tender Fee shall be rejected.
- 7.5 The bidder shall bear all costs associated with the preparation and submission of the bid and STPI, in no case, shall be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.
- 7.6 The bidder is expected to examine all instructions, Forms, Terms and Conditions in the Tender document. Failure to furnish all information required as per Tender document or submission of a tender not substantially responsive to the Tender document in every respect will be at the bidder's risk and may result in rejection of the bid.
- 7.7 The bidder shall not make any alteration, erasure or obliteration to the text of the Tender document.
- 7.8 A prospective Bidder requiring any clarification about the Tender Document may request STPI in writing at the address indicated. The clarification and queries must be submitted in the following format:

Sl. No.	Clause, Page No.	Query/Clarification

- 7.9 The applicants shall be invited to make presentation with emphasis on their past experience in the field, technical man power and specific Projects handled in last five (5) financial years along with drawings, designs, layout plan, sketches, CDs, power point presentation etc. prior to opening of financial bid. The applicants would be evaluated on the basis of the presentation made before the committee and the documents submitted by them. Assessment would be made on all criteria and requirement mentioned in Clause No. 9.
- 7.10 At any time prior to the last date of submission of Bids, STPI may modify the RFP. STPI at its discretion may extend the last date for the receipt of Bids. STPI reserves the right to reject/cancel any bid or all bids or the RFP without assigning any reason thereof.

8. Submission of Bid

8.1 The bidder shall deposit Tender Fee for an amount of Rs. 1,000/- via NEFT.

8.2 Details for NEFT are as follows:-

Account Name	Software Technology Parks of India
Account No.	1098101101244
Category	Saving
Bank Name	Canara Bank
Branch Address	Parliament Street, New Delhi-110001
IFS Code of Bank	CNRB0001098

8.3 The bid shall be submitted in Two Bid System (Part A “TECHNICAL BID” and Part B “COMMERCIAL BID”) indicating the name of the Bidder.

8.4 The bid should be signed by an authorized signatory on each page of the bid document including enclosures.

8.5 Documents to be uploaded with Technical Bid:-

8.5.1 Scanned copy of proof of online payment of Tender Fee alongwith UTR number.

8.5.2 Checklist as per Clause No. 15

8.5.3 Application Form as per Clause No. 17

8.5.4 Document/Undertaking wherever required as per Technical Evaluation Criteria as listed out in Clause No. 9.

8.5.5 Signed copy of bid document.

8.6 Documents to be uploaded with Financial Bid:-

8.6.1 Commercial Bid in form of ‘Submission of Offer’ as per Clause No. 16.

8.7 In order to assist in the examination, evaluation and comparison of Bids, STPI may at its discretion ask the Bidder for a clarification regarding its Bid. The clarification shall be given in writing, but no change in the price or substance of the Bid shall be sought, offered or permitted.

8.8 STPI's determination of technical qualification shall be based on objective evaluation of the contents of the Bid itself and not on any extrinsic evidence. However, while determining the technical qualification of various Bidders, STPI may waive off any minor infirmity, which does not constitute a material deviation. The decision of STPI in this regard shall be final.

8.9 The Bidders are required to complete their Commercial Bid as per Clause No. 16. Commercial Bids of only those bidders will be opened who are technically qualified.

8.10 Technical bids will be opened online at the time & date as specified in the tender document.

8.11 The bidder can witness bid opening from their respective locations logging in through their login ID, password at the designated time of bid opening or else may also come to STPI-HQ.

8.12 Commercial bids of only the technically qualified bidders as per Clause No. 9 will be opened online for evaluation.

8.13 STPI is not bound to accept the lowest or any bid and may at any time by notice in writing to the bidders terminate the tendering process.

9. Evaluation Criteria for Empanelment

The empanelment of the organizations for various locations shall be done by a committee based upon the following parameters.

	Criteria	Maximum Marks
1.	Projects executed by organization (PSU) from FY 2015-16 to 2017-18 <u>Criteria for marking</u> a) Civil, E&M and Other related Fields viz, interior etc - 20 b) Civil & E&M only - 15 c) Civil Works only - 10 d) E&M works only - 05 (Any Documentary proof viz, Balance Sheet / Annual Report / Completion Certificate of the Projects executed / Work Orders need to be provided.)	20
2.	Number of branches (location) of the organization <u>Criteria for marking</u> a) 5 or more10 b) < 5 but => 3... 05 c) Below 3.....02	10
3.	Presentation by the PSU on its strength in the field of civil /electrical designing and execution etc. alongwith a sample design of approximately 1,00,000 sqft. built up area, covering the requirements of STPI.	30
4.	Value of civil /electrical works executed by the organization in last two years <u>Criteria for marking</u> a) > 1000 Cr. 20 b) <= 1000 but above 500 Cr.....15 c) Below 500 Cr.10	20
5.	In-house Architectural & Interior Design Wing/Unit	10
6.	Measures in place under PSU for expeditious execution of project	10
	TOTAL	100

#For Repair, Renovation, Maintenance work, these charges shall be 3% above the empaneled rates.

#For difficult & hilly areas like NE, J&K, Uttaranchal & Himachal Pradesh, these charges shall be 1.5% above the empaneled rates.

10. Other Terms & Conditions

- 10.1 The maximum rates for Agency Charges shall be 5.5%.
- 10.2 In case the work awarded to empaneled PSU involves mix of Original and Repair, Renovation & Maintenance work, the Agency Charges shall be calculated on pro-rata basis.
- 10.3 Unreasonable Bids / Rates shall lead to out-right rejection.
- 10.4 The offer shall be valid for 180 days.
- 10.5 Letter of empanelment shall be issued to the empaneled agencies and detailed agreement / MOU shall be signed after acceptance of the bid.
- 10.6 The organization obtaining minimum 75 marks shall be considered for empanelment.
- 10.7 All qualifying PSUs (i.e. with a score of 75 & above) shall be ranked in ascending order of agency charges quoted. The PSU with the lowest rate shall become the first empaneled agency. The other PSUs shall be asked to match the rate quoted by this PSU in order of their ranking. Those PSUs who agree to match this rate shall also get empaneled. Maximum 5 agencies shall be empaneled.
- 10.8 The works as per the requirement of STPI from time to time shall be awarded to the empaneled agencies.
- 10.9 STPI will strive to award work to all empaneled agencies. However, empanelment shall not guarantee award of work and the empaneled agencies shall have no right whatsoever to demand work.

11. Award of Work to the empaneled PSUs

- 11.1 The works to the empaneled PSUs shall be awarded solely on the discretion of STPI.
- 11.2 The decision of selection of particular empaneled PSU for award of work shall be made on the basis of presence of the PSU in the location of proposed work, its strengths & experience in that location, its readiness & willingness to take-up the work in that location etc.
- 11.3 STPI reserves the rights to cancel the Empanelment at any time without giving any reason whatsoever.

12. ARBITRATION

All disputes, differences, claims and demands arising under the contract shall be referred to arbitration of a sole arbitrator to be appointed by the Director General, STPI. All arbitrations will be held in Delhi.

13. Legal Jurisdiction

All legal disputes are subject to the jurisdiction of Delhi courts only.

14. Instructions for Online Bid Submission

14.1 Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>)

14.2 In case of any technical issue while uploading, 'Special Instructions to the Contractors/Bidders for the e-submission of the bids online through this eProcurement Portal' alongwith 24*7 Helpdesk under 'Contact Us' link may be referred.

15. CHECKLIST

	Criteria	Document Name &/Or Page No.
1.	Tender Fee	
2.	Application Form	
3.	Activities of the organization (PSU) from FY 2015-16 to 2017-18 (Any Documentary proof viz, Balance Sheet / Annual Report / Completion Certificate of the Projects executed / Work Orders need to be provided.)	
4.	Number of branches (location) of the organization	
5.	Value of civil /electrical works executed by the organization in last two years	
6.	Undertaking for In-house Architectural & Interior Design Wing/Unit	
7.	Measures in place under PSU for expeditious execution of project	
8.	Signed copy of bid document	
9.	Copy of PAN & GST No.	

16. Submission of Offer

From

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To

CAO
Software Technology Parks of India,
9th Floor, NDCC-II Building,
Jai Singh Road, New Delhi-110001.

Sub: Application for empanelment of central PSUs for execution of Civil /E&M works including interiors and major /minor additions, alterations and repairs at various centres.

(Ref : RFP No..... dated.....)

Dear Sir,

I/ We have read and understood the instructions and the Terms and Conditions contained in the RFP. I/We hereby declare that we are entitled to take up civil /E&M and related works pertaining to central Govt. /Central Autonomous bodies on deposit work basis.

We will be charging % (maximum of 5.5%) (.....% in words) on the actual cost of the work as Agency Charges for execution of the STPI works at different locations.

The undersigned is authorized to sign on behalf of (name of the undertaking).

Thanking you,

(Signature)

Full Name

Designation.....

Address.....

Place :

Date :

Seal of the Applicant :

17.Application form for Empanelment (to be signed and stamped by the authorized signatory)

Name of the organization (PSU)	
Core activities of the organization	
Head Office address and contact details	
Details of branches of the organization (State wise)	
Number of civil /electrical & mechanical works executed in last five (5) financial years alongwith approximate value of the work	
Name of the officer/officers authorized to participate in the tendering process. (Copy of the authorization letter should be attached).	
Whether the organization is authorised to take up the works pertaining to central Govt./ Central Autonomous bodies	
Locations where the PSU intends to undertake the works (In case of multiple locations a separate list duly signed and stamped may be attached). *	

*STPI reserves the right to allot the work at any location across the country as per requirement.

(Signature)
Authorised Signatory's
Name :
Designation:

Date:
Station:
