



**National Highways & Infrastructure Development Corporation Ltd.
(A Government of India Undertaking)**

REQUEST FOR PROPOSAL (RFP) DOCUMENT

For

CONSULTANCY SERVICES FOR DETAILED INVESTIGATION AND PREPARATION OF DETAILED PROJECT REPORT FOR WORK OF CONSTRUCTION OF BUILDING FOR MILITARY ASSETS TO BE DEMOLISHED FOR UPGRADATION OF NH-40 SECTION BETWEEN SHILLONG-DAWKI ROAD UNDER NHIDCL IN SHILLONG, EAST KHASI HILLS DISTRICT, STATE OF MEGHALAYA.

NIT No.: NHIDCL/RO SHG/S-D/Defence/2021/301/14/Pt. 1

(Participation through E- Tender only)

**Visit: <https://eprocure.gov.in> (for downloading documents & participation)
www.nhidcl.com (for downloading documents)**

June, 2023

NHIDCL

Regional Office- SHILLONG

**(1st and 4th Floor, Parkside Building, Near BSNL, Barik, Shillong, East Khasi Hills Districts,
Meghalaya, 793001)**

(Email-id: edproshillongnhidcl@gmail.com)

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DISCLAIMER

The information contained in this proposal (*RFP*) document provided to the bidder, by or on behalf of NHIDCL is provided to the bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

The purpose of this RFP document is to provide the bidder with information to assist the formulation of their proposals. This RFP document does not purport to contain all the information each bidder may require. This RFP document may not be appropriate for all persons, and it is not possible for NHIDCL to consider the business/ investment objectives, financial situation and particular needs of each bidder who reads or uses this RFP document. Each bidder should contact its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and where necessary, obtain independent advice from appropriate sources. NHIDCL make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document.

Definitions:

- Employer/Client/Owner means NHIDCL.
- Engineer/Consultant are one and the same thing for this DPR contract and means the DPR Agency.

CHECKLIST

Check List of items pertaining to Technical Proposal to be Uploaded by the bidder in E-Tender on or before the last Date & Time of Bid Submission	
Document No.	Items
1	Bid Security Declaration
2	<p>Cost of Bid Document of Rs. 11,800/- (Eleven Thousand & Eight Hundred only) inclusive of GST @18% in form of Demand Draft or RTGS in favor of NHIDCL payable at Shillong from any Nationalized or Indian Schedule Commercial Bank.</p> <p>Beneficiary: National Highways and Infrastructure Development Corporation Ltd.</p> <p>Bank: CANARA Bank, Police Bazar, Shillong</p> <p>Account No.: 94001010007580</p> <p>IFSC Code: CNRB0019400</p> <p><i>(Original DD/RTGS confirmation towards cost of Bid Document to be submitted in Shillong Office in a sealed envelope as per the procedure defined in Section-2 of the Tender Document, before tender submission date & time and scanned copy of the same to be uploaded on E-Tender Portal as proof of submission of Cost of Bid Document).</i></p>
3	Letter of proposal by Bidder in the prescribed format as per <i>(To be uploaded on E-Tender Portal)</i> Appendix-“A”
4	Power of Attorney for signing the proposal in the prescribed format <i>(To be uploaded on E-Tender Portal)</i> (Appendix-“B”)
5	Details of Technical Eligibility to be submitted by the Tenderer <i>(To be uploaded on E-Tender Portal)</i> (Appendix-“D1”)
6	Description of each Consultancy Agreement executed by Bidder to illustrate Technical Eligibility <i>[Duly signed by the Client]</i> <i>(To be uploaded on E-Tender Portal)</i> (Appendix-“D2”)
7	Detail of Contractual Payment received from Consultancy services by the tenderer to assess the Financial Eligibility <i>(To be uploaded on E-Tender Portal)</i> (Appendix-“E”]
8	Bankers’ Certificate from a Scheduled Bank <i>(To be uploaded on E-Tender Portal)</i> (Appendix-“F”)
9	Detail / Structure of the Consultancy Agency <i>(To be uploaded on E-Tender Portal)</i> (Appendix-“G”)
10	Details of Technical and Administrative Personnel available with the Consultancy Agency <i>(To be uploaded on E-Tender Portal)</i> (Appendix-“H”)
11	Details of Resources Sheet - Equipment & Softwares available with the Consultancy Agency <i>(To be uploaded on E-Tender Portal)</i> (Appendix-“I”)
12	Integrity Pact <i>(Tenderer is to first download and then upload the same with his Digital Signature on E-Tender Portal)</i> (Appendix-“L”)
13	Affidavit By The Bidder <i>(To be uploaded on E-Tender Portal)</i> (Appendix-“M”)
14	<p>In case of Company – Upload following DOCUMENT:</p> <p>(i) MOA & AOA of the Company</p> <p>(ii) Registration Certificate of Company</p> <p>(iii) Power of Attorney duly registered & notarized by Company <i>(backed by resolution of Board of Directors)</i> in favour of individual, signing the tender on behalf of Company</p>

Check List of items pertaining to Technical Proposal to be Uploaded by the bidder in E-Tender on or before the last Date & Time of Bid Submission	
	In case of Partnership Firm – Upload the following DOCUMENT on E-Tender Portal:
15	(i) Self-attested copy of registered/notarized partnership deed. (ii) Power of Attorney duly authorizing one or more partners of the firm OR any other person authorized by all the partners to act on behalf of the firm into submit & sign tenders
16	In case of Sole Proprietorship Firm - Notarized copy of Affidavit in support of proprietorship <i>(To be uploaded on E-Tender Portal)</i> .
17	Goods Service Tax Registration Number and PAN/TAN Card <i>(applicable to company/partnership firm/sole proprietor) (To be uploaded on E-Tender Portal)</i> .
18	Entire RFP document is first to be downloaded from E-Tender Portal <i>(in PDF Format)</i> and then, to be uploaded with digital signature by the Authorized Signatory of the bidder.
19	All pages of all the Corrigendum/Addendum/Clarification etc. <i>(if any)</i> are first to be downloaded from E-Tender Portal and then to be uploaded with digital signature by the Authorized Signatory of the bidder.
20	Financial Bid <i>(Microsoft Excel file)</i> to be filled, saved and uploaded in E-Tender Portal

IMPORTANT NOTES:

1. **Document no. 1 to 17** of the Check List above should be scanned and uploaded at E-Tender Portal <https://eprocure.gov.in> through digital signature and after that, attach all above DOCUMENT in particular tender.
2. Similarly, the document mentioned at S. No. 18 & 19 of the Check List should first be downloaded from E-Tender Portal *(in PDF Format)* and thereafter, upload them to E-Tender Portal, through digital signature in document library & after that, attach the same in particular tender.
3. However, the tenderer(s) **must submit document no. 1 & 2** of the check list in **physical form (originals) in a sealed Envelope** *(mentioning heading on the top as Bid security declaration & Cost of Bid Document, with name of work, NIT No. Name & address of tenderer)* to the office of Executive Director (P), RO-Shillong, NHIDCL. This sealed Envelope must reach NHIDCL, Shillong on or before last date & time of bid submission, failing which, the offer of the tenderer would be **summarily rejected**.
4. For Document No. 20 of the Check List, only the downloaded 'Financial Bid' file should be uploaded after filling, saving and digitally signed. **Do not upload scanned copy of 'Financial Bid' in 'Document Library'**. The financial bid *(after filling the rates)* should neither be scanned & uploaded, nor, the hard copy of the same should be submitted to the office of NHIDCL, RO Shillong.

Data Sheet

S. No.	Item	Description
1	Name of Work	CONSULTANCY SERVICES FOR DETAILED INVESTIGATION AND PREPARATION OF DETAILED PROJECT REPORT FOR WORK OF CONSTRUCTION OF BUILDING FOR MILITARY ASSETS TO BE DEMOLISHED FOR UPGRADATION OF NH-40 SECTION BETWEEN SHILLONG-DAWKI ROAD UNDER NHIDCL IN SHILLONG, EAST KHASI HILLS DISTRICT, STATE OF MEGHALAYA. (of approx. Carpet/ floor area of 9,900 sqm).
2	Tentative Estimated Cost of Project (<i>Cost of construction of project for which DPR is sought</i>)	Rs. 50.0 Crore + GST Extra (<i>Project cost is indicative that may increase or decrease and actual consultancy fee would be based on final cost of completed project excluding GST</i>)
3	Type of Tender	Open E-Tender (<i>Two Packet System</i>)
4	Type of Contract	Consultancy Contract
5	Type of Technical proposal required	Quality Cum Cost Based Selection (<i>QCBS</i>)
6	Last Date of Receipt of Pre-Bid Query	Date: 30.05.2023
7	Date of Pre-Bid Meeting	Date: 05.06.2023 Time: 11:00 AM
8	Last date and time of Submission of proposal (<i>Proposal Due Date</i>)	Up to 17:00 hours on 12.06.2023
9	Opening of Technical proposal	At 12:00 hours (<i>IST</i>) on 14.06.2023
10	Date of opening of financial proposals	To be communicated later to only those bidders /Consultants who found technically qualified after opening of technical bid.
11	Duration of DPR Services:	120 days
12	Earnest Money Deposit	Bid Security Declaration
13	Cost of Tender Document	Rs. 11,800/- (<i>Eleven Thousand & Eight Hundred only</i>) inclusive of GST @18%
14	Validity of proposal	120 days from the last date of submission.
15	Evaluation of the Proposals and Scoring Criteria	Refer Section-4
16	Terms of Contractual Payment upon execution of the work	Refer RFP documents
17	Representative/ Contact Person of NHIDCL where queries / correspondence concerning this RFP to be made	Executive Director (P) RO-Shillong, NHIDCL, E-MAIL ID: edproshillongnhidcl@gmail.com
18	Address where Bidders must submit Bid security declaration / Tender Document cost in a sealed envelope and where Prebid meeting will be held	Executive Director (P) RO-Shillong, NHIDCL, 1 st Floor Parkside Building, Opp. Lady Hydari Park, Barik, Shillong, Meghalaya-793001

SECTION-1

NOTICE INVITING REQUEST FOR

PROPOSAL

NIT NO. - NHIDCL/RO SHG/S-D/Defence/2021/301/14/Pt. 1
(Participation through E-Tender only)

National Highways & Infrastructure Development Corporation Limited
(Ministry of Road Transport & Highways, Government of India)

NOTICE INVITING TENDER (NIT)

Date: 30.05.2023

The Executive Director (P), RO-Shillong for and on behalf of NHIDCL (referred to as Employer in these documents) invites Request for Proposal through open E-tender on prescribed forms from Indian Project Management Consultancy firms having registered office at Shillong meeting qualifying requirements and having requisite experience and financial capacity for the work of *‘CONSULTANCY SERVICES FOR DETAILED INVESTIGATION AND PREPARATION OF DETAILED PROJECT REPORT FOR WORK OF CONSTRUCTION OF BUILDING FOR MILITARY ASSETS TO BE DEMOLISHED FOR UPGRADATION OF NH-40 SECTION BETWEEN SHILLONG-DAWKI ROAD UNDER NHIDCL IN SHILLONG, EAST KHASI HILLS DISTRICT, STATE OF MEGHALAYA.’*

NIT No.	NHIDCL/RO SHG/S-D/Defence/2021/301/14/Pt. 1
Name of the work	CONSULTANCY SERVICES FOR DETAILED INVESTIGATION AND PREPARATION OF DETAILED PROJECT REPORT FOR WORK OF CONSTRUCTION OF BUILDING FOR MILITARY ASSETS TO BE DEMOLISHED FOR UPGRADATION OF NH-40 SECTION BETWEEN SHILLONG-DAWKI ROAD UNDER NHIDCL IN SHILLONG, EAST KHASI HILLS DISTRICT, STATE OF MEGHALAYA. (of approx. carpet/ floor area of 9,900 sqm).
Type of Tender	Open E-Tender (Two stage bidding)
Type of Contract	Consultancy Contract
Client/Owner	National Highways & Infrastructure Development Corporation Limited, Ministry of Road Transport & Highways, Govt. of India
Issuance of Tender Document	Can be downloaded from the website https://etenders.gov.in
Tentative Estimated cost of Project for construction of the Military buildings.	Rs. 50 Crore + GST Extra (Project cost is indicative that may increase or decrease and actual consultancy fee would be based on final cost of completed project excluding GST).
Earnest Money Deposit	Bid Security Declaration
Non-refundable cost of E-Tender/ Bid document	Cost of Bid Document of Rs. 11,800/- (Eleven Thousand & Eight Hundred only) inclusive of GST @18% in form of Demand Draft or RTGS in favor of NHIDCL payable at Shillong from any Nationalized or Indian Schedule Commercial Bank. Name of the Beneficiary: National Highways and Infrastructure Development Corporation Ltd. Bank: CANARA Bank Account No.: 94001010007580 IFSC Code: IFSC CNRB0019400 Beneficiary Bank Address: Police Bazar, Shillong
Duration of Services	120 days
Defect Liability Period of Contract	12 (Twelve) months
Validity of offer	120 days after the last date fixed for submission of bid including the extension(s) given (if any).
NIT No.	NHIDCL/RO SHG/S-D/Defence/2021/301/14/Pt. 1
Performance Guarantee	3% of the Awarded Project Management Consultancy Contract Value

NIT No.	NHIDCL/RO SHG/S-D/Defence/2021/301/14/Pt. 1
Security Deposit/ Retention Money	In addition to performance guarantee, the agency will have to deposit 5% of awarded value of the contract towards security deposit (or to be deducted @10% through each running on account bills, subject to total maximum to 5% of contract price.)
E-Tendering Website address	https://eprocure.gov.in

2. Eligibility criteria of tenderer shall be assessed as per **Section-2**, Instruction to Bidders & Eligibility Criteria.
3. The RFP can be downloaded from the website **www.nhidcl.com**. Bidders are advised not to make any corrections, additions or alterations in the downloaded RFP document. In case, any corrections, additions or alterations in the downloaded RFP DOCUMENT are made, such proposal shall be summarily rejected.
4. The intending tenderer(s) must read the terms and conditions of this bid document RFP carefully and should only submit the proposal bid if considers eligible and in possession of all the DOCUMENT required.
5. Information and Instructions for tenderers posted on website **<https://eprocure.gov.in>** or **www.nhidcl.com** shall form part of RFP document.
6. Interested bidders who wish to participate should visit E-Tender Portal on the website **<https://eprocure.gov.in>** which is the only website for bidding their offer. However, the RFP has also been uploaded on NHIDCL website **www.nhidcl.com** for viewing only.
7. NHIDCL may issue addendum(s)/ corrigendum(s) to the RFP. In such case, the addendum(s)/ corrigendum(s) shall be issued and placed only on E-Tender Portal **<https://eprocure.gov.in>** and **www.nhidcl.com**, at least three days in advance of last date fixed for submission of proposal. The tenderer must keep themselves updated about the latest developments about the tender and ensure that the addendum(s)/Corrigendum(s), if any are downloaded by them from the E-Tender Portal (in PDF Format) and thereafter is/ are uploaded on the E-Tender Portal through their digital signature.
8. The tender DOCUMENT should be submitted through online mode only in website <https://eprocure.gov.in>. The offer submitted other than online mode, will not be accepted. Please refer Section-3 (Preparation & Submission of Proposal) to know in detail about procedure for submission of E-tender.
9. The intending bidder(s) must have valid class-III digital signature to submit the bid.
10. Bidder (s) should upload DOCUMENT in the form of PDF format.
11. The bidder (s) is/are required to quote strictly as per the terms and conditions, specifications, standards given in the tender DOCUMENT and not to stipulate any deviations, else, the offer may be liable to be rejected.
12. Notwithstanding anything stated above, NHIDCL reserves the right to assess the capabilities and capacity of the tenderers to perform the contract in the overall interest of NHIDCL.
13. Technical proposal shall be opened online on E-Tender Portal at the address given below at the time and date given in NIT. The tenderer or their authorized representatives may attend the opening of technical bid.

Address of Office of the NHIDCL is as below: -

Executive Director (P)

RO-Shillong, NHIDCL, 1stFloor Parkside Building, Opp. Lady Hydari Park,
Barik, Shillong, Meghalaya-793001

14. Financial bid of only technically qualified tenderers will be opened at a later stage. The date & time of opening of financial bid will be communicated later to tenderers after closure of technical selection procedure only.

15. Any tender received *without Bid Security declaration & Bid Document* Cost in the form as specified in tender DOCUMENT shall not be considered and shall be *summarily rejected*.

16. NHIDCL reserves the right to cancel the tenders before submission/opening of tenders, postpone the tender submission/opening date and to accept / reject any or all tenders without assigning any reasons thereof. NHIDCL's assessment of suitability as per eligibility criteria shall be final and binding. NHIDCL also reserves the right for asking of any clarification from the tenderers on the submitted bid for evaluation purpose and the tenderer would have to promptly clarify the same.

17. Bidder(s) may note that, they are liable to be disqualified at any time during tendering process in case any of the information furnished by them is not found to be true. Such bidder(s) shall be debarred for 1 year from participating in bids/ tenders of NHIDCL. The decision of NHIDCL in this regard shall be final and binding.

18. *JV or Consortium of any kind will not be permitted for this tender.*

19. *In case the BIDDER is a partnership firm then, the work experience, solvency, turnover and other shortlisting criteria(s) (as specified in the tender document) should be in the name of Partnership firm only.*

We look forward for your active participation.

For & on behalf of
Executive Director
NHIDCL

SECTION-2
INSTRUCTIONS TO THE BIDDERS (ITB) &
ELIGIBILITY CRITERIA