

Indian Housing Project
(Construction 6,000 housing units in Northern and Eastern, Central &
Uva Provinces)

Sri Lanka

2012

Request for Proposals from Project Management Consultants (PMC)

Pre-bid conference: 23 July 2012

Last date for submission: 8 August 2012

Index

1.	Objectives of the Project	3
2.	Modalities of Implementation	3
3.	Eligibility Criteria for Consultant	5
4.	Scope of Work	5
5.	Bidding Process	7
6.	Evaluation Process	9

1. Objectives of the Project

1.1 The construction of 6,000 houses for resettlement and rehabilitation of IDPs and assisting the IOTs in Sri Lanka is part of the overall commitment of 50,000 houses announced by the Government of India in June 2010. The Project envisages construction of new houses through agencies ('Agencies'-driven model).

1.2 The Project is intended to assist the most vulnerable sections of the IDPs (Internally Displaced Persons) and IOTs (Indian Origin Tamils) to meet their requirements of shelter. It would also provide a fillip to employment and economic activity in the region.

2. Modalities of Implementation

2.1 The overall methodology of implementation of this component of the Project will be based on the agency-driven model of housing construction wherein agencies/contractors would be engaged to implement the Project. The PMC (s) selected through this RFP process would prepare a Detailed Project Report (DPR) providing specifications, housing designs and bill of quantities. An open tendering process would be carried out on the basis of technical inputs provided by the PMC, appointed by the Government of India, to select Contractor(s). The PMC would be required, *inter alia*, to carry out a full verification of the beneficiary list, draw up relevant agreements with Contractor(s), prepare operations manual for programme management, carry out continuous monitoring of processes, undertake periodic technical oversight of construction activities and provide progress reports.

2.2 To undertake some elements of its scope of work, including those related to selection and verification of beneficiaries, the PMC can partner with local organizations in Sri Lanka. The full details of local partners – indicating their financial strength, technical expertise and experience in areas relevant to the project - should be declared beforehand as part of the technical bid. Any change in the local partner after selection of the PMC can only be made with the prior approval of the Government of India. The technical bid should elaborate on how the requirement of local domain knowledge is proposed to be addressed, with or without local partners.

2.3 **Project Location:** For IDPs, one thousand houses each in Northern Province and Eastern Province, would be constructed in various dispersed locations in these Provinces on land owned by the beneficiary. For IOTs, a total of four thousand houses would be constructed in various tea estates in the Central and Uva Provinces.

2.4 **Design of the House:** The basic design of a house would include two rooms, a hall, a kitchen and an attached/detached toilet and bathroom

constructed over a plinth area of 550 sq ft. Exact design and specifications will vary depending on the region and local preferences.

2.5 Cost of a House: The Project would comprise two separate packages consisting of 4000 houses for IOTs and 2000 houses for IDPs. The amount for construction of a house, as finalized through tendering, would be transferred to the Contractor in stages based on the physical and financial progress of work and upon submission of Measurement Book duly certified by the PMC. The PMC will be paid the fee in stages based on physical and financial progress of work executed by the Contractor.

2.6 Selection of beneficiaries: Beneficiaries, in cases of both IDPs and IOTs, will be selected as per agreed vulnerability criteria in consultation with the Government of Sri Lanka. The PMCs will work with local officials to identify the beneficiaries using a weighted scoring system for selection in order to produce a computerized ranking list. Alternatively, a list of prospective beneficiaries may be provided to the PMCs, who in turn shall conduct a detailed verification before finalizing the same.

2.7 Implementation period and spatial distribution: The expected time period for completion of the Project is three years. Annual targets will be set for completion of housing units. Any delays beyond scheduled dates of completion would invite liquidated damages on both PMC and Contractor. The Government would be prepared to consider a suitable incentive clause for satisfactory completion of the Project ahead of schedule. The anticipated schedule of implementation over the lifespan of the Project is as below.

		Year 1	Year 2	Year 3
PACKAGE I	Northern and Eastern Provinces	-	1000	1000
PACKAGE II	Central & Uva Provinces	2000	1000	1000
	Total	2000	2000	2000

Prospective PMCs may indicate their interest to undertake one or more of the above-mentioned Packages. Allocation of one or more Packages to a PMC would be at the sole discretion of the Government of India and such a decision shall be final. The selected PMC would be responsible for implementation of all caseloads under its Package through Contractor(s) who would be selected in consultation with the Government of India after a process of open tendering.

2.8 PMC Fees: In the financial bid, the PMC may indicate its fees as a percentage of the cost of the housing units. The final admissible fees of the selected PMC would be based on the estimated cost (as per the vetted DPR) or the tendered price, whichever is lower. The PMC fees may be expressed for the entire Package it has bid for. The fees should cover all direct and indirect costs involved in executing the scope of work, as outlined, and should be realistic and cost-effective. No other charges would be admissible. The

PMC fees will be transferred in stages as per an agreed payment schedule based on the physical and financial progress of work. The total fees payable to the PMC will be based on the total number of housing units actually constructed.

2.9 Project Monitoring and Oversight: The PMC will be required to report on a regular basis to the monitoring and oversight mechanisms constituted for the Project. Apart from this, monitoring will also be done by the High Commission of India (HCI) in consultation with the nodal agencies of the Government of Sri Lanka.

3. Eligibility Criteria

3.1 The applicant should be an Indian organization with previous experience, demonstrated expertise and a strong track-record in monitoring and implementation of housing construction projects and ensuring their completion in a timely manner. The applicants shall have to outline their experience on assignments of similar nature in their technical bid document. The applicant should have a minimum average annual turnover of Rs. 200 crore over the past 5 years and should have implemented a construction project worth Rs. 100 crore during the last 3 years starting from January 2009. A strong track-record and significant global presence in implementation of Housing Projects is desirable.

3.2 The applicant should possess necessary technical resources and expertise to undertake the Project. They should have demonstrated capacity, in working through Contractors in housing construction projects, to deliver numbers in a timely manner while maintaining desired quality to achieve planned targets. The applicants shall indicate, in their technical bid, their proposed human and material resources that would be deployed for the Project and a concise, complete and logical description of how they propose to implement the Project.

3.3. Applicants should have stable and sufficient financial resources as they are responsible for the execution of the Project through the Contractor(s) selected by a transparent bidding process. The applicant shall therefore submit the audited balance sheet of the firm for the past five years.

4. Scope of Work

4.1 The PMC is broadly required to supervise, monitor and report on the progress of construction work carried out by the Contractor.

4.2 In fulfillment of this broad mandate, the PMC will, *inter alia*, be required to carry out the following functions:

- Preparation of a Detailed Project Report (DPR) providing specifications, housing designs and Bill of Quantities which would be submitted for vetting to the designated authority. The DPR will take into account the different conditions and requirements in the different areas in which the project will be implemented;

- Preparation of Engineering design, tender documents and other technical inputs for selection of Contractors;
- Undertaking the process of open tendering for selection of Contractors in consultation with Ministry of External Affairs;
- Drawing up relevant agreements with selected Contractor(s);
- Preparation of operations manual for programme management;
- Undertaking selection of beneficiaries jointly with the designated officials of the Government of Sri Lanka or undertaking a full verification of the beneficiary list as provided;
- Obtaining requisite approvals from local authorities for construction of houses at different sites in consultation with GoSL and the High Commission of India;
- Carrying out continuous monitoring of processes for compliance with guidelines and operations manual;
- Carrying out monitoring of construction, including technical oversight of construction activities;
- Exercising quality control on construction and construction materials;
- Undertaking Environment Impact Assessment of the Project and preparing necessary reports on outcome / benefits of the Project
- Recommendation to the HCI for release of stage-payments to Contractors on achievement of the prescribed milestones; and duly certifying the Measurement Book for this purpose;
- Submitting regular progress reports to the HCI detailing the physical and financial progress of work, including causes for delay in the work schedule wherever applicable;
- Undertaking a public information campaign and creating awareness among all stakeholders;
- Developing and implementing an online Project Information Management to provide real-time information on progress;
- Provision of relevant information on project implementation in the prescribed format for the HCI's website;
- Issuance of certificate of completion and facilitate handing over of the houses to the beneficiaries.

5. Bidding process:

5.1 The selection process will proceed in two stages- technical and financial. Bid documents may therefore be submitted in two parts accordingly

(technical and financial) - in triplicate - in a sealed cover marked "Indian Housing Project - Engagement of PMCs for Construction of 6,000 housing units in Northern, Eastern, Central & Uva Provinces". The technical and financial bids should be sealed by the bidder in separate covers duly superscribed thus. The two sealed covers should be put in a bigger cover which should also be sealed and duly superscribed. The applicant can submit bids for one or more Packages as outlined in paragraph 2.5 above.

5.2 The technical bid may be in the form of a note not exceeding 10 typewritten A4 sheets (font size 14) clearly stating the following:

1. Organisational background and track-record

- a. Management team
- b. Projects of this nature executed in the past with supporting documents
- c. International presence and experience, if any
- d. Field offices in Sri Lanka (at present and/or proposed)

2. Financial and operational capacity (for the Project)

- a. Experience of project management
- b. Technical expertise
- c. Management capacity (including staff, equipment and ability)
- d. Stable and sufficient sources of finance

3. Operational Plan

- a. Proposed Methodology of Implementation - shall include timeline for the Project and the release of payments in stages
- b. Action Plan with targets clearly outlining the activities proposed
- c. Objectively verifiable indicators (per Package)
 - Human Resources (Details of Project Management Unit)
 - Material Resources (Details of Office / vehicles etc)
- d. Risk assessment and mitigation - shall include the liquidated damages for delay in the completion of the Project that will be levied by the donor and the 'Terms and Conditions' of the bidder (to discuss)
- e. Visibility to the Project and Donor (to be defined)

5.3 EARNEST MONEY DEPOSIT (EMD): Technical bids should contain EMD as per table below by DD/PO drawn in favour of PAO, Ministry of External Affairs, New Delhi. Alternatively, a standard bid guarantee issued by a scheduled commercial bank, in favour of the Ministry of External Affairs, New Delhi of this amount may be provided. The Bid Guarantee of all unsuccessful bidders will be released after the tender is finalized. The Bid Guarantee should be valid for a minimum period of 90 days from the date of opening of tenders. Technical bids without Earnest Money Deposit/Bid Guarantee will be rejected. EMD may be forfeited: (i) in case where a tenderer withdraws or amend its tender within the validity of its tender; (ii) fails to furnish the required performance security within the specified time; or (iii) fails to commence the work within the stipulated time.

		No. of Houses	EMD
PACKAGE I	Northern and Eastern Provinces	2000	INR 20,00,000
PACKAGE II	Central & Uva Provinces	4000	INR 40,00,000

5.4 Following documents may also be submitted in support of the technical proposal:

- The statutes or articles of association of the organisation (where the applicant and/or (a) partner(s) is a public body created by a law, also a copy of the said law must be provided)
- Copy of the latest audited accounts (the profit and loss account and the balance sheet for previous five financial years for which the accounts have been closed)
- A financial identification form certified by the bank to which the payments will be made. This bank must be located in the country where the applicant is registered.
- Any other supporting documents as required.
- Details as above in respect of proposed local partners, if any

5.5 The financial proposal which should be submitted in a separate envelope must clearly indicate the PMC fees, expressed in respect of the entire Package. This fees should cover all direct and indirect costs related to implementation. It is reiterated that the PMC fees would be calculated on the basis of the estimated cost (as per vetted DPR) or tendered cost whichever is lower. The financial offer should be valid for 90 days from the date of receipt of bids.

5.6 Bids must be submitted by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) at the address below:

**Under Secretary (DPA-I),
Ministry of External Affairs,
Room No. 3100,
Jawaharlal Nehru Bhawan,
23-D, Janpath, New Delhi-110011**

5.7 Each proposal must be submitted in one original and 3 copies in A4 size in separate sealed envelopes. The complete technical and financial proposal must also be supplied separately in electronic format (CD-Rom) in a separate and unique file.

5.8 The last date for receiving bids is August 8, 2012. Any application submitted after the deadline will automatically be rejected.

5.9 In the interest of equal treatment of applicants, questions and clarifications, if any, may be addressed at a pre-bid conference on 23 July 2012 at 1500 hrs in Conference Room No. 1, Ministry of External Affairs, Jawaharlal Nehru Bhawan, 23-D, Janpath, New Delhi-110011. No other form of enquiry will be entertained. Applicants proposing to attend the pre-bid conference may kindly communicate their contact details to Under Secretary (DPA-I), Mr. Shiv Sagar at E-mail: usdpa1@mea.gov.in and/or Fax: +91-11-49015464.

6. Evaluation process

6.1 The bids will be examined and evaluated by an Evaluation Committee. The sealed envelopes (technical bids) will be opened in presence of authorized representatives of bidders in the Ministry of External Affairs at a time and date to be intimated later. Technical bids will be examined on the basis of the eligibility criteria as outlined earlier.

6.2 After scrutiny of technical bids by the Evaluation Committee, financial bids of only those bidders who qualify the technical evaluation will be opened at a time and date to be intimated later.

6.3 Based on the verification of the supporting documents and evaluation of the financial bid by it, the Evaluation Committee will make its recommendation to the Government of India for a decision on the award of contract and the decision of the Government of India shall be final.

7. Acceptance Period

7.1 All proposals received as a result of this RFP will be considered open for acceptance over a period of 150 days from the closing date of the RFP.