



Request for Proposal
for Empanelment of
Construction Supervision and Quality Control
(CSQC) Consultants
at BMSICL

February 2014

Bihar Medical Services & Infrastructure Corporation Limited

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1. Introduction

- 1.1 Bihar Medical Services & Infrastructure Corporation (BMSICL) has been established by state government with an objective to expedite creation of and streamline existing infrastructure and services in the healthcare sector. The Corporation is the sole procurement and distribution agency of drugs and equipment for all establishments under the Department of Health, Govt. of Bihar. The Corporation is also responsible for undertaking construction of healthcare facilities and related infrastructure/buildings in the State.
- 1.2 In order to strengthen and coordinate the construction of Health Infrastructure like hospitals, medical colleges and other teaching and training institutions, residential buildings, various types of health centres etc., BMSICL intends to empanel and utilize the services of few Construction Supervision and Quality Control (CSQC)/Project Management Consultants.

2. Request for Proposal for Empanelment

- 2.1 The Corporation has decided to empanel agencies for Construction Supervision and Quality Control Services along with construction management of the development works undertaken by the Corporation which will help this corporation in streamlining, expediting and strengthening its functions.
- 2.2 Therefore, BMSICL invites Expression of Interest for CSQC services from qualified, experienced, competent and financially sound consultants for empanelment on various construction projects undertaken by BMSICL. The empanelment shall be for projects to be undertaken over next three years
- 2.3 The BMSICL intends to empanel CSQC consultants in three categories for different size of projects, as given below

Category of CSQC consultant	Estimated cost of the work/projects
A	Rs. 50 crores to Rs. 200 crores
B	Rs. 3.5 crores to upto Rs. 50 crores
C	Up to Rs. 3.5 crores

3. Scope of Work

3.1 Broad Scope of Work for Supervision and Quality Control Consultant:

- (a) The Supervision and Quality Control Consultant shall be responsible for entire project quality management including execution & implementation of works at site, taking measurements preparation/checking and certifying contractor's bills and coordination with the appointed consultants and handing over the completed works of BMSICL or its designated agencies on its completion.
- (b) Day to day supervision of execution of construction works at site through contractors, quality control, taking measurements, preparation and certifying and finalizing the bill of contracts, handing over completed works to designated agencies.

- (c) Running Account bill will be prepared each month (irrespective of the size of the project) by CSQC and will be submitted to BMSICL as per the prescribed procedure for payment and necessary action.
- (d) The Supervision and Quality Control Consultant shall also carry out a scrutiny/technical audit of the reports, drawing, designs, estimates, such as site survey, evaluation and analysis including soil investigation, Structural design, design of internal and external services, Sanitary, plumbing, drainage, water supply and sewerage internal roads, electrification works etc, as the case may be.
- (e) The Supervision and Quality Control Consultant shall be fully responsible for quality and quantity of work/execution of work.

3.2 Detailed Scope of Work.

- a. Coordination with respect to the Architectural and engineering designs prepared by the consultant, regarding its implementation, project planning & site data collection etc.
- b. Prepare detailed PERT/CPM charts analysis of various project related activities with reference to time frame, resource allocation & scheduling etc using latest techniques including developing MIS and software for approval.
- c. The Supervision and Quality Control Consultant shall develop a Project Schedule that coordinate and integrates the design efforts/schedule with construction schedules; update the project schedule incorporating a detailed schedule for all activities of the project
- d. The Supervision and Quality Control Consultant shall exercise perform all the duties, liabilities, functions and obligations as laid down with reasonable skill, care and diligence and also ensure that the works are executed at site strictly as per the approval granted by BMSICL / concerned local authorities, the terms and conditions of the Contract Agreement entered between BMSICL and the respective contractors within the given time frame & budget provisions.
- e. Cropping up of Extra items/substituted items and deviations should strictly be avoided. However, in unavoidable circumstances extra items/ substituted items , deviation the necessary statement duly supported by justification and analysis of rates shall be submitted by the Project Management Consultants as per formats approved by BMSICL along with Consultant's recommendations for extra/substituted items. The Supervision and Quality control Consultant should ensure that the case is put up for BMSICL's approval early enough so that in no case construction work suffers on his account. As regards grant of time extension cases, prior approval of BMSICL should be obtained.
- f. Complete day to day supervision of contracted building and development work ensuring quality management in accordance with tender stipulations, specifications drawing and site conditions. The quality management will be exercised at all stage of construction, viz approval of materials, inspect on of equipment, usage thereof in proper proportions and workmanship at all stage of execution of individual items of work.
- g. Ensure proper establishment of field laboratories/quality control equipment on site by the contractor to conduct test on materials/mixes being used for construction such as cement, steel, bricks, mortars, concretes etc. Essential gauges, instrument etc. should be calibrated periodically. The Supervision and Quality Control consultant shall maintain necessary site

records and obtain data in support of the same. They shall carry out field and laboratory tests as and when required on materials of construction as well as partially or completely erected structures etc. and maintain adequate records thereof.

- h. Suggesting modifications, if any due to site conditions and submit the recommendations along with cost variations on account of the same to BMSICL for approval.
- i. Ensure regular and timely flow of working drawing/instructions so as to complete the works without any delay on account of the same.
- j. Verification and recommendation for payment by BMSICL of contractor's periodic or stage wise bills for the work done and material/plant advance recording joint measurement of work and certificate of the bills that the Work is in accordance with the design, quality etc. and maintain necessary site computerized measurement records and other site records which are made available to BMSICL for verification/authentication if required by BMSICL.
- k. Monitoring progress by using modern methods of control such as computerized PERT/CPM, submission of progress reports of work executed monthly. Both financial and physical progress reports with reference to prefixed target will be prepared in the approved MIS. Constant review of progress within present time and cost parameters will have to be done. The consultant will have to suggest improvements from time to time. Consultants shall inform BMSICL of the progress of the project vis-à-vis PERT/CPM control on a fortnightly basis.
- l. Co-ordination with other contracting agencies, the agencies like Bihar State Electricity Board, other local authorities, etc. which may be expected to working in the same area.
- m. In case certain additional works are required to be carried out for obtaining approval of statutory bodies or to make the completed works/areas operational. Project Manager, on obtaining the approval from BMSICL shall ensure the complete of the same before handing over the said completed works to BMSICL, or to its appointed maintenance agency or to allottee/occupant authorized by BMSICL.
- n. The Supervision and Quality Control Consultant shall keep BMSICL apprised of any delays, keep a hindrance register indicating all details of all such delays which will also be furnished with recommendation for approval of BMSICL for grant of extension of time by BMSICL to contractors.
- o. Obtain and submit all the records from the consultant and the records of any changes made in the works during the progress of works and submit adequate number of completion reports and completion drawings for the project, prepared by the contractor/consultant incorporating all such changes, duly authenticated as required for obtaining "Completion/Occupancy certificate" from statutory authorities, wherever required.
- p. Obtain certification and submit "As Built Drawing" prepared by the contractor at an appropriate scale indicating the details of building, structure and services duly authenticating and supply 8 set of as Built/ completion drawing to BMSICL and also hand over the originals of the completed drawings.
- q. Verification of work on its completion and issuing completion certificates for the completed works, so as to enable BMSICL to record completion of the works.

- r. Verification by taking and recording joint measurements with the appointed supervision and quality control consultants, of the final bill to be submitted by the contractors, process, certify and recommend as per the terms and condition of the contract agreement for release of final payment by BMSICL and attend to the observations/ queries raised while processing the same for payments by BMSICL.
- s. Supervision and Quality Control Consultants shall also submit necessary information as required by BMSICL for finalization of accounts and commits to continue till the accounts are finalized at agreed upon terms.
- t. The completed works shall be certified by the Supervision and Quality Control Consultants along with the necessary documentation in predetermined phase before handing over of the projects, to the BMSICL. Consultant shall also promptly attend to any defects/ deficiency noticed in the completed works within the scope of work of execution by BMSICL without demur.

3.3 Reports and MIS

- a. The consultant will prepare and submit the following reports to the Employer on the format prepared by the consultants and as approved by the Employer

S.N.	Report	Frequency	Due date/time	No. of copies
1	Inception Report	One time	15 days after commencement of services	5
2	Progress Report	Every month	By 10 th of each month	2
3	Final Report	One time	Within 15 days of completion of project/work	5

- b. BMSICL is in the process of establishing a project management MIS, and once that is established, project monitoring, reporting and quality inspection etc will be done through MIS. Obviously, CSQC consultants would be required to follow the prescribed MIS for all required purposes.

4. Manpower Deployment

- 4.1 The following would be the requirement of technical and managerial manpower, which will be deployed by CSQC agency for project management and supervision work:

S N	Type of Personnel	Required Qualification and Experience	Manpower to be deployed for different size of projects							
			C			B			A	
			Up to Rs. 70 lakh	Rs. 70 lakh to 1.5 cr	Rs. 1.5 to 3.5 cr	Rs. 3.5 to 6 cr	Rs. 6 to 10 cr	Rs. 10 to 50 cr	Rs. 50 to 100 cr	Rs. 100 to 200 cr
1	Project Manager	Degree in Civil Engg.+ 15 year of exp/or retired Ex. Engg							1	1
2	Sr. Project Engineer	Degree in Civil Engg.+ 10 years of exp/or retired				1/3	½	½	1	2

		Asst. Engg.								
3	Design Engineer	Degree in Architect/Civil + 5 years of exp						1/3	1/3	½
4	Electrical Engineer	Degree in Electrical+ 3 years of exp						1/3	1/3	½
5	Project Engineer	Degree in Civil + 5 years of Exp		¼	½	½	1	1	2	3
6	Construction Supervisor	Diploma in Civil + 5 years of exp	1/3	½	1	1	2	3	4	5

4.2 For projects which require manpower in fractions, manpower deployment can be clubbed for more than one project, or the deployment can be for limited duration, to make it feasible and economical.

4.3 For ease of deployment, consultants would generally be allotted projects in contiguous areas/districts, so that logistical arrangement and movement of manpower is facilitated.

5. Eligibility Criteria

5.1 Common Criteria

The agency must be an individual entity (**Joint ventures not allowed**) having experience in similar field for not less than 7 years as on March 2013. Information about the organization along with names & details of various Technical & supporting personnel, Key personnel with their qualifications & experience to be furnished along with RFP, in relevant formats indicated subsequently in the document.

5.2 Category-wise criteria

Category of CSQC	A (Rs. 50-200 crores)	B (Rs. 3.5-50 crores)	C (Up to Rs. 3.5 crores)
Criteria			
Turnover (Average annual turnover of last three years ie, 2010-11 to 2012-13 from CSQC work)	2 crores	1 crores	50 lakhs
Profit and Loss in last three years ending on 31/3/2013	Should not be loss in any year		
Previous experience of completing CSQC work during last three years ending on 31/3/2013, totalling to	3 works of at least Rs. 25 crores each, or	3 works of at least Rs. 10 crores each, or	3 works of at least Rs. 1 crores each, or
	2 works of at least 35 crores each, or	2 works of at least 12 crores each, or	2 works of at least 2 crores each, or
	1 work of at least 60 crores	1 work of at least 20 crores	1 work of at least 4 crores
Latest Bank Solvency Certificate from a scheduled bank (to be submitted with bid)	Rs. 50 lakhs	Rs. 35 lakhs	Rs. 15 lakhs

5.3 Desirable Criteria

At least one work of the similar nature with "GRIHA Grade 3" certification is desirable

"Similar Work" shall mean construction management and supervision and quality control services for hospital building, high rise residential, institutional, commercial, office buildings with

RCC framed structures with finishing's including public health engineering, electrical/HVAC works and its associated works.

6. Selection Mechanism

- 6.1 The applicants fulfilling the above eligibility criteria and found successful in technical evaluation and then accepting and granting their consent on the financial quotes and other terms and condition of this RFP/contract, as stated by BMSICL, will be empanelled as Construction Supervision and Quality Control Consultants.
- 6.2 Consultants can apply for all the three categories, if they fulfil the eligibility criteria.
- 6.3 In each category, one or more consultants shall be empanelled, and one consultant can be empanelled for more than one category
- 6.4 The selection will follow a three stage process, as detailed in para 13. The eligible applicants shall be technically evaluated, and financial bids of only those consultants shall be opened who qualify the technical evaluation as described in para 13 below.
- 6.5 The rates for consultancy charges will be defined mainly on the basis of (lowest) financial quote. Only one rate will be finalized for each of the 8 category of projects (as given in Financial quote form/in para 4 above, there are 8 types of project, on the basis of their estimated cost). In case of discrepancy or vagueness or impractical rates found in financial quote, the same may be rejected by BMSICL and a suitable, logical and fair method may be adopted for deciding rates.
- 6.6 However, for the purpose of empanelment and to have a sufficiently large pool of consultants, other technically qualified bidders may be given an opportunity of matching the rates so finalized. Such consultants who agree to match the rates may be given an offer of being on empanelled list of consultants of BMSICL for CSQC work. However, BMSICL reserves the right not to extend this offer/opportunity to other qualified bidders. BMSICL also reserve the right to extend this offer to any/other qualified consultants in future on the basis of a fair selection mechanism.
- 6.7 Further, being empanelled does not guarantee award of CSQC work to any of the consultants. The award of work would be the sole discretion of BMSICL.
- 6.8 However, BMSICL reserves the right to accept or reject any or all tenders and can sought clarification / verification in regard to any information submitted / required by BMSICL in the empanelment process.

7. Period of Empanelment

The empanelment will be made for a period of three years within which projects taken up by BMSICL will be covered under the consented rates for the services as per the scope of work. BMSICL reserves the right to reduce this period or end the empanelment and invite fresh bids at any duration within the period of empanelment.

8. Commitments of BMSICL

The Corporation will provide leadership support, including according administrative and financial approvals as and when required. The Corporation will also provide necessary leadership inputs to ensure coordination among the various agencies working with it.

9. Payment Basis, Mechanism and Penalties

The payment of fee to be made to CSQC consultants would be split in three parts, and would largely be based on their performance and progress made on projects, with some cushion during the initial period of a project.

The table below explains in details the payment mechanism and timelines.

	Ist part	IInd part	IIIrd part
Time Period	During beginning $\frac{1}{4}$ duration of the project	During later $\frac{3}{4}$ duration of the project	After completion of the project
Proportion of fee payable	25% of total fee payable	65% of total fee payable	10% of total fee payable
Mechanics of payment	<p>Monthly fixed payment of fee will be made. 25% of the fee will be distributed in equal instalment for first $\frac{1}{4}$ duration of the project.</p> <p>For example, if project duration is 1 year (12 months), 25% of fee will be payable in 3 fixed monthly instalment (of 8.33% each) in first three months of the project inception/initiation.</p>	<p>Payment during the later $\frac{3}{4}$ duration of the project shall be linked to physical and financial progress of the project. This will be measured on the basis of RA bills paid to the executing contractors. On each RA bill, consultants may also be paid a proportionate amount of his fee, so that total fee paid to him at any point does not exceed, in proportion terms, 90% of the financial progress made on that project.</p> <p>For example, if till the eighth month of a project, total financial progress and RA bill paid to contractor is 63% of the project cost, the fee payable to the consultants would not be, cumulatively, more than 90% of 63% of his consultancy charges.</p> <p>Usually, consultants will be paid a proportion of fee with each monthly RA bill on the basis of above mechanism.</p>	<p>The last instalment of 10% of fee would be payable to the consultant on completion of the project.</p>

- 9.1 BMSICL shall not be responsible for providing any financial support except above mentioned fee. Any other expenditure like travelling, staying, communication, boarding and lodging etc. for the consulting team stationed at Project Site/other places shall have to be borne by the CSQC agency itself.
- 9.2 In case of non-compliance of contract clauses and poor performance of the team, a penalty of up to 10% of the fee shall be levied on the CSQC agency. Penalty shall generally be levied for following, but not limited to these only, kind of poor performance/laxity:
- Deficiency in deployment of manpower as per scope of work
 - Poor quality of work execution
 - Delay in submission of monthly RA bills
 - Delay in project execution/completion
 - Non-compliance of different clauses of scope of work

10. Performance Guarantee

The CSQC agency will have to provide a bank guarantee as given below for the period of engagement. The same shall have to be submitted by concerned CSQC consultant before entering into agreement with BMSICL. In case of a consultant empanelled for more than one category, relevant performance guarantee will be submitted separately for each category.

Category of CSQC	A (Rs. 50-200 crores)	B (Rs. 3.5-50 crores)	C (Up to Rs. 3.5 crores)
Performance Guarantee	Rs. 5 lakhs	Rs. 2.5 lakhs	Rs. 1 lakh

11. Procedure for submitting the proposals

11.1 The proposals are required to be submitted in two separate envelopes as follows:

Part-A: Technical Proposal: This will be submitted in Form T, and other accompanying forms, being Forms I to V. This will contain (a) a write up detailing the profile of the agency with details of ongoing and completed projects of similar nature with cost, contact details of the clients for the assignments undertaken, (b) the curriculum vitae of the key personnel proposed to be assigned for the project and (c) a write up on the manner in which the agency proposes to carry out the assignment. This envelope shall be marked as "Part-A: Technical Proposal".

Note-: Certificates issued by the clients in support of ongoing and completed projects is mandatory.

Part-B: Financial proposal: This is to be prepared as per attached format (Form-F):

Note-1: The envelope containing the Financial Proposal must be clearly marked "Financial Proposal" with a warning "Do Not Open With the Technical Proposal."

Note-2: No tax exemption of any kind shall be provided by the State Government. The Applicant has to factor this component while preparing the financial proposal.

11.2 The two envelopes are to be placed in an outer envelope marked "Proposal - Selection of CSQC Consultants for BMSICL".

11.3 The Corporation shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be the case for rejection of a proposal. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal as non-responsive.

12. Proposal Submission Templates/Forms

12.1 Proposals, prepared and packed in separate envelopes as described above, should be accompanied by a letter of submission as per the format given at attached **Form-T**. The technical proposal should also be accompanied by other duly filled in and completed Forms- I to V, along with supporting documents.

- 12.2 The Financial proposal is to be prepared in the format given at attached **Form-F** and must be signed by the same person(s) who have signed the letter of submission.

13. Evaluation Procedure

- 13.1 The proposals shall be evaluated by an Evaluation Committee headed by the Chief General Manager/General Manager of the Corporation, to be constituted for the purpose.
- 13.2 **Step – I:** The agency's credentials as per the eligibility criteria mentioned hereinabove shall be first assessed to check the eligibility of Agency. Only those firms found to be eligible in all respect will be evaluated for subsequent stages.
- 13.3 **Step - II:** Assessment of capacity and experience on the basis of eligibility criteria and documentary evidence submitted: The technical proposal shall be evaluated and marks will be assigned on the basis of documentary proof provided therein. The parameters and the marks to be assigned will be as shown in the table below.

PARAMETER	Marks	Maximum Marks
Registration papers indicate that the organization has been in existence for 10 years and its office locations	10	40
List of Technical Persons and Curriculum Vitae	20	
Type of Documentation maintained at work ¹	10	
Experience in similar nature of work completed during last five (5) years – (min 10 marks max 20 marks)	20	30
Performance of the agency as per client certificates	10	
Average Annual Financial Turnover	20	30
Required Solvency Certificate	10	
TOTAL		100

- 13.4 The applicant must fulfil these parameters and the firms will be evaluated on comparative merit by assigning minimum marks to the agencies where monetary value is just meeting the minimum criteria and assigning maximum marks in case of agency fulfils double or more of the value as specified. Others shall be interpolated.
- 13.5 Qualifying marks for evaluation in to stage III would be 60 out of 100. However, BMSICL reserves the right to either increase or decrease the qualifying marks, which shall be binding on the bidders.
- 13.6 Even though an applicant may satisfy the above requirements, he would be liable to disqualification if he has:
- i. Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the pre-qualification document.
 - ii. Record of poor performance such as abandoning work, not properly completing the contract, or financial failures / weaknesses etc., should be defined.
- 13.7 The presentation, if required by BMSICL, shall consist of a maximum of 15 slides (in not more than 20 minutes) and should include / indicate the following minimum items:
- Past experience - clients and nature of items procured
 - Methodology proposed for organizing and conducting duties at site
 - The core team proposed

¹ The agency is required to produce a brief write up and sample document templates for evaluation purpose

- The key experts who would provide hand-holding support to the on-site team
- Performance milestones and innovative technology awareness

13.8 **Step - III:** Evaluation of financial Bids: Financial bids of only those bidders who have secured minimum qualifying marks in the technical evaluation stage shall be opened. Only one set of rates shall be selected/finalized by BMSICL which in general will be the lowest rate quoted. However, in case of discrepancy or vagueness or impractical rates the same may be rejected by BMSICL and suitable, logical and practical method may be adopted for deciding the rates.

14. Other terms and conditions

14.1 Last date: The deadline for submission of the bids is 1500 hours,, 2014 at the address indicated in the format for submission letter.

14.2 Bid Opening schedule: The bids will be opened on, 2014. The following time schedule will be adopted for bid evaluation:

- Opening of technical bids: 11:00 AM
- Announcement of results of technical bid evaluation: 4:00 PM
- Opening of financial bids: Shall be intimated later

14.3 Single Proposal: A firm / legal entity should submit only one proposal. If a firm / legal entity submits or participates in more than one proposal, all such proposals shall be disqualified.

14.4 Financial proposals should be valid for the period of empanelment from the date of submission of the proposal.

14.5 **Earnest Money Deposit:** A Bid Security/EMD as given below in the form of Demand Draft from any commercial bank in favour of "Bihar Medical Services & Infrastructure Corporation Ltd." should accompany the Proposal. Bid Securities of unsuccessful bidders will be returned to them within 30 days of the empanelment. No interest is payable on the bid security amount. Bidders applying for more than one category will have to pay the cumulative amount addition the individual EMD amount for each category.

Category of CSQC	A (Rs. 50-200 crores)	B (Rs. 3.5-50 crores)	C (Up to Rs. 3.5 crores)
EMD/bid security	Rs. 1.5 lakhs	Rs. 1 lakhs	Rs. 50 thousand

14.6 **Bid Document Fee:** In addition to Bid Security, a bid document fee of Rs 10,000 (Rupees Ten Thousand only) in the form of Demand Draft from any commercial bank in favour of "Bihar Medical Services & Infrastructure Services Ltd." should also accompany the Proposal. Bid fee is non-refundable.

14.7 Each page, Form, Annexure and Appendices of the Technical and Financial Proposal must be signed by the Authorised signatory of the firm / legal entity. All blank spaces in the financial proposal must be filled in completely where indicated, either typed or written in ink.

14.8 The Corporation reserves the right to accept or reject one or all applications without giving any explanation OR re-evaluating some or all proposals, should any evaluated bid may be found to be non-responsive at a later stage.

Form T
Letter of Technical Submission

To,
Managing Director,
Bihar State Medical Services & Infrastructure Corporation Ltd.
5th Floor, Biscomaun Bhawan,
West Gandhi Maidan, Patna – 800 001

Sub: - Submission of Proposal for empanelment Construction Supervision and Quality Control Consultants

Sir,

We, the undersigned, offer to provide the " Construction Supervision and Quality Control Consultancy" services to Bihar Medical Services & Infrastructure Corporation Ltd. in accordance with your Expression of Interest dated We are hereby submitting our Proposal, which includes Technical Proposal and Financial Proposal sealed under separate covers and the two envelopes placed together in an outer envelope all properly marked as required.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification as well as forfeiture of the bid security amount.

The prices quoted by us in the Financial Proposal (Form F) are valid till the empanelment period from the date of submission of the quotation. We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date.

Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

We agree to bear all costs incurred by us in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.

We understand that the State Government is not bound to accept the lowest financial bid or any proposal or to give any reason for award, or for the rejection of any proposal.

We confirm that we have the authority of *[Insert Name of the Agency/Firm]* to submit the proposal and to negotiate on its behalf

Yours Faithfully,

[Signature and Details of the Authorised Representative]

ORGANISATION STRUCTURE OF THE CONSULTANT / CREDENTIALS

A. Firm Details:

1. Name of the Firm:
2. Year of Establishment:
3. Legal status of the Firm
 - a. Individual
 - b. Proprietary firm
 - c. A firm in partnership
 - d. A limited Company or Corporation
4. Narrative description of the Firm: Please specify the field of services i.e. Project Management, Supervision, Quality Control, etc, in which it is specialized.
5. Office Address /Telephone No / Fax No / email id / website:
6. In case of change of Name of the Firm, former Name / Names and year/ years of establishment:
7. Names of principle person concerned with this work with title and Telephone No / Fax/ Email Id, Etc.
8. Has the applicant or any constituent partner ever abandoned a consultancy job.
9. Has the applicant or any constituent partner ever debarred from taking up work in Govt. Directorates and Undertakings .

B. Details of the Team (enclose curriculum vitae of key resources).

Total No. of Technical Staffs

- i. Project Managers (BE Civil + 15 years experience)
 - ii. Sr. Civil Engineer (BE Civil + 10 years experience)
 - iii. Engineers (BE Civil + 3 years experience or Diploma + 7 years experience)
 - iv. Quantity Surveyors (BE or Diploma with 5 years experience)
 - v. Sr. Engineer Electrical (BE + 10 years experience)
 - vi. Electrical Engineer (BE + 3 years experience or Diploma + 7 years experience)
 - vii. Sr. Engineer Mechanical / HVAC (BE + 10 years experience)
 - viii. Engineer Mechanical /HVAC (BE + 3 years Experience or Diploma + 7 years experience)
 - ix. Safety and Labour Officer (Degree/Diploma with certificate of safety with 5 years experience)
 - x. Others:
10. Was the applicant ever required to suspend the project for a period of more than six months continuously after you commenced the planning? If so, give the name of the project and reasons of suspension of project.
11. Has the applicant or any partner in case of partnership firm, ever abandoned the awarded project before its completion? If so, give name of the project and reasons for abandonment.

12. Details of Softwares and Hardwares available:

Signature of Authorized Representative with Seal:
(Please furnish letter of authorization)

LIST OF DOCUMENTS MAINTAINED AT SITE

S. No.	Name of Document	Details of Document Maintained
1	Labour	
2	Material	
3	Testing/Stage Passing	
4	Others	

DETAILS OF SIMILAR CONSULTANCY SERVICES / WORKS COMPLETED DURING THE LAST FIVE YEARS

SI No	Name of Project	Name of Central / State / Govt., under taking / institution/local body or Authority	Cost of Completed Work Rs - Lakhs	Built up Area	Date of commencement	Date of completion	Name, address and Contact details of person / officer to whom reference can be made

Note:

Firm's references with best illustrative qualification should be enclosed for each of the above projects only.

Signature of Authorized Representative with Seal:

FIRMS ANNUAL FINANCIAL TURNOVER

1. Gross Annual Financial Turnover (by way of Professional receipt/in terms of consultancy fee received) for the past three years.

2. Details of Income tax

a. Permanent Account No

b. Details of last three years' Income tax return

Assmt. Year			
Date of filing			
Assessment status			

1. Details of professional receipts

Financial Year	Professional Receipt/Consultancy Fees received (Rs. Lacs)
2010-11	
2011-12	
2012-13	

Signature of Statutory Auditor

Name:

Seal & Registration Number:

Signature of Authorized Representative

Name:

Seal:

DETAILS OF IN HOUSE KEY PERSONNEL OF THE CONSULTANT

(A) Details of in house Key personnel

Sl.No	Name	Qualification	Position held	Date & Years with the Applicant Firm*	Experience of the person (in No. of Years)	His expertise
1						
2						
3						
4						
5						

Note:

*Less than one year service with the applicant will not be taken into account.

Signature of Authorized Representative with Seal:

FIRM'S REFERENCES

(Relevant Services Carried Out in the Last Five Years which Best Illustrate Qualifications)

(In support of Form –III)

Using the format below, provide information on each reference assignment for which your firm/entity, either individually or as a Lead Consultant was legally contracted (add additional sheets if necessary).

Assignment Name:

Location:	No. of Key Professional Staff Provided by Your Firm:
Name of Client & Address:	Duration of assignment: Start Date. Completion date.
Approx. Value of Services (in INR):	
Role of the Firm whether Lead or Associates :	Name of Associated Consultants / Sub-Consultants, if any:
Name of Key Professional Staff (Project Director/Coordinator, Team Leader) involved and functions performed from the Firm:	
Narrative Description of Project (clearly what services were rendered by the Firm in this Project):	
Description of Actual Services Provided by your Key Professional :	

(Certificate from Employer / client regarding experience should be furnished)

Signature of Authorized Representative with Seal:

FORM – F
FINANCIAL PROPOSAL SUBMISSION FORM
(On the Letter head of the Consultant)

From:
(Name and Address of Firm)

To:
Managing Director,
Bihar Medical Services & Infrastructure Corporation Ltd.
5th Floor, Biscomaun Bhawan,
West Gandhi Maidan, Fraser Road,
Patna – 800 001

Sub: - Submission of Financial Proposal for engagement of Consultant for Construction Supervision and Quality Control Services

Sir,
I/We, the undersigned, offer to provide the consulting services for the above in accordance with your Expression of Interest dated _____, and our Proposal (Technical and Financial). Our financial proposal is as follows;

S.N.	Consultant Category	Estimated Project Cost	Financial quote for CSQC services as per the Scope of Work of this document (as % of project cost up to two decimal places)
1	C	Up to 75 Lacs% of the project cost
2		Between 75 – 150 Lakhs% of the project cost
3		Between 150-350 lakhs% of the project cost
4	B	Between 3.5 – 6 crores% of the project cost
5		Between 6-10 crores% of the project cost
6		Between 10 – 50 crores% of the project cost
7	A	Between 50 – 100 crores% of the project cost
8		Between 100-200 crores% of the project cost

Bidders should quote rates for only/all those types of projects for which they intend to be considered. This amount is inclusive of all taxes and charges excluding service tax.

Our financial proposal shall be binding upon us subject to modifications resulting from contract negotiations, up to expiration of the validity period of the proposal. I/We understand you are not bound to accept any proposal you receive.

Yours sincerely,
Authorized Signature:
Name and Title of Signatory:
Name of the firm:
Address: