

**Invitation for Appointment of Consultant
to
Carry Out Consultancy Services
for
Modernization of
of
Slaughter Houses
at
Panchkula & Kalka Haryana**

Request for Proposal (RFP)

**COMMISSIONER
MUNICIPAL CORPORATION PANCHKULA
HARYANA**

MUNICIPAL CORPORATION PANCHKULA

Panchkula, Haryana

Invitation for Appointment of Consultant to Carry Out Consultancy Services For Modernization of Slaughter Houses Project at Panchkula & Kalka Haryana, India.

BID Document Issued to:

M/s.

| | | |
|-------------------------|---|---|
| Details of Bid Document | : | Deposited by DD No..... Dated..... |
| Fee Deposition | : | Amounting to Rs..... |
| Bid Document Fee | : | Cash / DD of Rs. 1000/- payable at Panchkula Or deposit in Municipal Corporation Panchkula |
| Earnest Money | : | Consultant/Entrepreneur will have to deposit Rs. 10,000/- along with bid document. |

Note:

1. DD shall be in favour of Commissioner, Municipal Corporation Panchkula payable at Panchkula.
2. Complete BID Document shall be submitted by the Bidder duly filled and signed on each page accompanied with requisite relevant enclosure in a sealed envelope indicating clearly name & address of agency/firm and Name of Work.
3. Incomplete document shall be rejected, without assigning any reason, thereof.

1. Schedule of Bidding Process:

Would endeavor to adhere to the following schedule during the Bidding Process:

| Sr. No. | Event Description | Date |
|---------|--|--|
| 1 | Last date and time of purchase of tender document | 06-01-2014 up to 3:00 P.M. |
| 2 | Last date and time of submission of tender document | 08-01-2014 up to 3:00 P.M. |
| 3. | Date and time of opening of tender (technical offer) | 08-01-2014 up to 3:30 P.M. |
| 4. | Date and time of opening of commercial offer | Shall be intimated to technical qualified bidders. |

2. Instructions/ terms and conditions for Bidders:

1. Municipal Corporation Panchkula (MCP) is an initiative of Government of India (GoI) aimed at encouraging reforms and fast track planned development of identified cities. The mission focuses on improving urban infrastructure and service delivery mechanisms to ensure planned sustainable growth of cities.
2. Government of Haryana has selected Panchkula as one of the mission city as required under guidelines of City Development Plan (CDP). Development of modern abattoir facility has been identified as one of the projects in Panchkula & Kalka City.
3. With the aforesaid objective, MCA intends to modernize abattoir facility in Panchkula & Kalka invites detailed proposals from technical consultants for the Project in order to obtain financial grant from Government of India/Government of Haryana and execute the project under technical expertise.
4. MCP intends to adopt a two stage bidding process for selection of consultant. The scope of work of the Bidder is set out in **Appendix E**.
5. The Proposals received from the Bidder shall be evaluated on the basis of the criteria set out in this RFP document. The Bidder is expected to submit only one (1) Proposal per project. Any Bidder who submits more than one Proposal shall be disqualified.

6. Should be registered consultant/ firm/ company/ consortium/ partnership/ proprietorship firms having directly/ in directly experience of providing consultancy services, conceptual designing/ detailed designs, supervising the execution work for project of Modern Abattoir Facility for Sheep/ Goat/ Buffalo/Pig for Local Body/ Municipal Corporation/ Govt. Department/Public Sector Undertaking for a project value not less than Rs. 10.00 Crores. Project should be functional for last 3 Years.

Alternatively

Should have worked or should be working as Project Management Consultant/ Consultant with Ministry of Food Processing Industries, GOI for a Local Body/ Municipal Corporation/ Govt. Department/Public Sector Undertaking for Slaughter House project of not less than 10 Crores in India. Should have completed either as PMA or PMC a slaughter house project of not less than Rs.10.00 Crores. Project should be functional for last 3 Years.

Alternatively

Should have worked or should be working as project execution company for Slaughter House project of not less than 20 Crores in India Should have completed a slaughter house project for Local Body/ Municipal Corporation / Govt. Department/Public Sector Undertaking of not less than Rs.20.00 Crores. Project should be functional for last 3 Years.

The Successful Bidder would have to enter into a Consultancy Agreement with Municipal Corporation Panchkula (MCP). The fees and terms of payments are described in the RFP.

7. At any time prior to the Proposal Due Date, for any reason, whether at its own initiative or in response to clarifications requested by any Bidder, MCP may modify the RFP document by the issuance of Corrigendum.
8. The Proposal shall remain valid for a period not less than three months from the Proposal Due Date (Proposal Validity Period). MCP reserves the right to reject any Proposal without assigning any reason.

9. Format and Signing of Proposal

- 10.1 The Bidder would provide all the information as per this RFP. MCP would evaluate only those Proposals that are received in the required format and are complete in all respects. Each Proposal shall comprise the following:

A. Technical Proposal Submission Envelop 'A'.

- a. Covering letter in the format set out in **Appendix-A**
- b. Details of the Bidder in the format set out in **Appendix-B.**
- c. Technical Proposal comprising
 - i) Project Data Sheets in the format set out in **Appendix-C.**

- ii) Approach to the study and methodology
- iii) Curriculum Vitae of persons who would be working on the Assignment
- d. Earnest Money deposit in the form of Bank Draft favoring, **amounting to Rs. 10,000/-** in favour of Commissioner, Municipal Corporation Panchkula, payable at Panchkula.
- e. Tender Fee receipt/ Demand Draft

B. Financial Proposal Submission Envelop ‘B’.

- a. **Financial** proposal in the format as set out in **Appendix D-I & Appendix-D-II**. Bidder shall indicate the amount against each scope of work separately as specified in **Appendix D-I & D-II** in Separate two envelopes.

10.2 The Bidder shall seal the Technical Proposal and the Financial Proposal separately in two envelopes, duly marking the envelopes as **“TECHNICAL PROPOSAL” Envelope ‘A’** and **“FINANCIAL PROPOSAL” Envelope ‘B’ marking as Appendix-D-I & Appendix-D-II** in Separate two envelopes. These envelopes shall than be sealed in a single outer envelope.

10.3 The Proposal shall be typed or written in indelible ink and each page shall be initialed by an authorized signatory of the Bidder. All the alterations, omissions, additions, or any other amendments made to the Proposal shall also be initialed by the person(s) signing the Proposal.

11. Sealing and Marking of Proposal

11.1 Each of the envelopes, both outer and inner, must be superscribed with the following information:

- a. **Name and Address of Bidder**
- b. **Contact person and phone numbers.**
- c. **Invitation for Appointment of Consultant to Carry Out Consultancy Services For Modernisation of Slaughter Houses at Panchkula & Kalka.**

11.2 All the envelopes shall be addressed to:

**Commissioner
Municipal Corporation Panchkula.
Panchkula, HARYANA**

11.3 If the envelope is not sealed and marked as instructed above, assumes no responsibility for the misplacement or premature opening of the contents of the Proposal submitted and such Proposal, may, at the sole discretion of, be rejected.

11.4 The Bidder is expected to examine carefully the contents of all the documents provided. Failure to comply with the requirements of RFP shall be at the Bidder’s own risk.

11.5 It shall be deemed that prior to the submission of the Proposal, the Bidder has:

- a. Made a complete and careful examination of terms and conditions / requirements, and other information as set forth in this RFP document;
- b. Received all such relevant information as it has requested from Municipal Corporation Panchkula and

c. Made a complete and careful examination of the various aspects of the Project

11.6 Municipal Corporation Panchkula shall not be liable for any mistake or error or neglect by the Bidder in respect of the above.

12. Proposal Due Date

12.1 Proposals should be submitted on Proposal Due Date on or before **08-01-2014 at 3.00 P.M.** to the address mentioned in Clause 11.2 in the manner and form as detailed in this RFP. Proposals submitted by either facsimile transmission or telex will not be accepted.

12.2 may, in exceptional circumstances, and at its sole discretion, extend the due date of the above Proposal.

13. Opening of Proposals and Clarifications

13.1 **Technical Proposals will be opened on 08-01-2014 at 3:30 P.M in presence of the participating bidders. Financial Proposal** of the short listed Bidders shall be opened after intimation of the date, time and venue of such opening.

13.2 Municipal Corporation Panchkula reserves the right to reject any Proposal not submitted on time and which does not contain the information/documents as set out in this RFP document.

13.3 To facilitate evaluation of Proposals, Municipal Corporation Panchkula may, at its sole Discretion, seek clarifications in writing from any Bidder regarding its Proposal.

14. Evaluation

14.1 The criteria for eligibility, qualification and evaluation of Bidders are set out in Item 3: Evaluation.

14.2 As part of the evaluation, the Proposals shall be checked for responsiveness with the requirements of the RFP and only those Proposals, which are found to be responsive, would be further evaluated in accordance with the criteria, set out in this RFP document

14.3 The Proposal would be considered to be responsive if it meets the following conditions:

- a) It is received / deemed to be received by the Proposal Due Date including any extension thereof.
- b) It is signed, sealed and marked as stipulated in Clause 11.
- c) It contains all the information and documents as requested in the RFP.
- d) It contains information in formats specified in this RFP.
- e) It contains EMD as per clause No 10.1 A- d.
- f) It mentions the validity period as set out in Clause 9.
- g) It provides information in reasonable detail. ("Reasonable Detail" means that, but for minor deviations, the information can be reviewed and evaluated by without communication with the Bidder). MCP reserves the right to determine whether the information has been provided in reasonable detail.

- h) There are no inconsistencies between the Proposal and the supporting documents.
 - i) A Proposal that is substantially responsive is one that conforms to the preceding requirements without material deviation or reservation. A material deviation or reservation is one, which affects in any substantial way, the scope, quality, or performance of the Project, or which limits in any substantial way, inconsistent with the RFP, rights or the Bidder's obligations under the Agreement, or which would affect unfairly the competitive position of other Bidders presenting substantially responsive Proposals.
- 14.4 The responsive proposals shall be evaluated as per the criteria set out in Item 3 clause 3.2.
- 14.5 The Bidder obtaining the highest Composite Score would be declared as the Preferred Bidder may accept the Proposal of the Preferred Bidder with or without negotiations.
- 14.6 In case there are two or more Bidders obtaining the highest Composite Score, may in such case call all such Bidders for negotiations and select the Preferred Bidder on the outcome of the negotiations. The selection in such cases shall be at the sole discretion of Municipal Corporation Panchkula.
- 14.7 Reserve the right to reject any Proposal, if:
- a. At any time, a material misrepresentation is made or discovered; or
 - b. The Bidder does not respond promptly and diligently to requests for supplemental information required for the evaluation of the Proposal.
- 14.8 In the event of acceptance of the Preferred Bidder with or without negotiations, shall declare the Preferred Bidder as the Successful Bidder. MCP will notify the Successful Bidder through a Letter of Acceptance (LoA) that its Proposal has been accepted.
15. The Successful Bidder(s) shall be required to execute the Consultancy Agreement within one week of the issue of LoA or within such further time as may agree to in its sole discretion.
16. Failure of the Successful Bidder to comply with the requirements of Clause 15 above shall constitute sufficient grounds for the annulment of the LoA. In such an event, MCP reserves the right to:
- a. Either invite the next best Bidder for negotiations
 - Or**
 - b. Take any such measures as may be deemed fit in the sole discretion of, including annulment of the bidding process.
 - c. The EMD will be forfeited.
17. Notwithstanding anything contained in this RFP, MCP reserves the right to accept or reject any Proposal, or to annul the bidding process or reject all Proposals, at any time without any liability or any obligation for such rejection or annulment, without assigning any reasons thereof.

3. Evaluation Methodology:

- 3.1 The Financial Proposals of the Bidders who qualify in Technical Proposal Evaluation shall be opened.
- 3.2 The lowest bidders shall be considered for allotment of consultancy work.

5. Capacity:

The capacity of the proposed abattoir will depend upon the final approval of the DPR as per the decision of Commissioner, Municipal Corporation Panchkula.

6. Time Schedule:

The Key deliverables would be as per the following table

| S. No. | Activity Deliverable | Elapsed Time(from date of signing of agreement) |
|--------|--|---|
| 1. | Preparation of project report | |
| . | (I) Preparation of Interim report (II) Review and modification (if require and Submission of Final detailed Report) | 15 days 30 days |
| 2. | Tender Preparation, Evaluation and finalization of the Award | 30 days |
| 3. | Monitoring & Supervision of Project Execution | During the entire Project Execution till commissioning. |

7. Payment of Fee:

The fees payable by to the Consultant would be as per the following table:

| S.No. | Milestone | Fee Payable To Technical Consultant |
|-------|---|--|
| 1. | Preparation of Interim Report & Final Report | 25% Advance Payment along-with the order |
| | | 25% Payment against the completion of the study and submission of interim report |
| | | 50% Payment against the Submission of Final Report. |
| 2. | Preparation of Tender Document | 25% Advance Payment along-with the order |
| | | 25% Payment against the submission of Draft Tender Document |
| | | 25% Payment against the Submission of Final Report |
| 3. | Tendering Process | 5% is to be paid on completion of Giving Clarification on the tender documents to the bidders, amending the documents if required. |
| | | 5% is to be paid on completion of Technical Evaluation of the Bids. |
| | | 5% is to be paid on Preparation of Technical Comparison. |
| | | 5% is to be paid on Opening of Financial Bids. |
| | | 5% is to be paid on completion of Preparation of comparisons, recommendations, agreements & draft of award of contract. |
| 4. | Monitoring & Supervision of Project. Verification of all drawings designs, quality, passing of bills etc. | 25% is to be paid on completion of up-to DPC Level. |
| | | 25% is to be paid up-to slab level. |
| | | 25% is to be paid up-to finishing level of building. |
| | | 25% is to be paid after final operational. |

8. Confidentiality and publicity:

- a) All plans, drawings, specifications, designs, reports and other documents prepared by the Consultant in performing the Services shall become and remain the property and copyright

of Municipal Corporation Panchkula after payment therefore, and the Consultant shall, not later than upon termination or expiration of this Agreement, deliver all of the foregoing to Municipal Corporation Panchkula.

- b) The Consultant shall treat the details of the output of the assignment and the Services as confidential and for the Consultant's own information only and shall not publish or disclose the details of the output, deliverables / milestones submitted to Municipal Corporation Panchkula or the Services in any professional or technical journal or paper or elsewhere in any manner whatsoever without the previous consent in writing of Municipal Corporation Panchkula.

9. Responsibilities and obligations of the consultant:

The successful Consultant shall:

- a) Provide the Services in accordance with the scope of work as mentioned in the tender document.
- b) The consultant shall prepare the tender document for construction of the slaughter house and get finalized/ duly vetted from competent authority of MCP along with the term, conditions etc.
- c) The consultant shall be solely responsible for execution of work at site and completion of project with in time frame, testing and commissioning of same complete in all respect. No part of the project shall not be unfruitful expenditure.
- d) Exercise the degree of skill, care and diligence normally exercised by members of the profession performing services of a similar nature ;
- e) Be bound to comply with any written direction of to vary the scope sequence or timing of the Services ;
- f) Use all reasonable efforts to inform itself of MCP's requirements for the Deliverables for which purpose the Consultant shall consult throughout the performance of the Services.

Sd/-
Commissioner
Municipal Corporation Panchkula

**Appendix A
Covering Letter**

(On the Letterhead of the Bidder)

No.

Date:.....

To:

**Commissioner,
Municipal Corporation Panchkula.
Panchkula, HARYANA.**

**Ref: Invitation for Appointment of consultant to carry out Consultancy services for
Modernisation of Slaughter Houses at Panchkula & Kalka**

Dear Sir:

Being duly authorized to represent and act on behalf of (hereinafter referred to as “the Bidder”), and having reviewed and fully understood all of the Proposal requirements and information provided and collected, the undersigned hereby submits the Proposal on behalf of _____ (*Name of Bidder*) for the captioned Project with the details as per the requirements of the RFP, for your evaluation. We confirm that our Proposal is valid for a period of three months from _____ (*insert Proposal Due Date*).

We also hereby agree and undertake as under:

Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our Proposal we hereby represent and confirm that our Proposal is unconditional in all respects and we agree to the terms of the proposed Agreement, a draft of which also forms a part of the RFP document provided to us.

Yours faithfully,

For and on behalf of (*Name of Bidder*)

Duly signed by the Authorized Signatory of the Bidder

(*Name, Title and Address of the Authorized Signatory*)

Appendix B
Details of Bidder
(On the Letter Head of the Bidder)

1)

- (a) Name of Bidder : _____
- (b) Address of the office(s) : _____

- (c) Telephone Number : _____
- (d) Registration No : _____

2) Details of individual(s) who will serve as the point of contact / communication for with the Bidder:

- (a) Name : _____
- (b) Designation : _____
- (c) Company/Firm : _____
- (d) Address : _____

- (e) Telephone number : _____
- (f) E-mail address : _____
- (g) Fax number : _____
- (h) Mobile number : _____
3. Details of Earnest Money : _____
 As per clause 9 A-d.

Yours faithfully,

For and on behalf of (Name of Bidder)

Duly signed by the Authorized Signatory of the Bidder

(Name, Title and Address of the Authorized Signatory)

Appendix C
Format for Project Data Sheet
Form- I

Profile of Technical Consultants (Foreign)

Consultant /Company/ Partnership firm/Joint Venture/

Consortium/ associates consist of independent experience worked directly/indirectly for the similar projects have the requisite experience of providing consultancy services for the similar projects in India/ Internationally

| Sl. No. | Name | Qualification | Experience |
|---------|------|---------------|------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |

*Appendix C***Form- II**

Profile of Technical Consultants (Indian)
Consultant /Company/ Partnership firm/Joint Venture/
Consortium/ associates consist of independent experience worked directly/indirectly for the similar projects have
the requisite experience of providing consultancy services for the similar projects in India/ Internationally

| Sl. No. | Name | Qualification | Experience |
|----------------|-------------|----------------------|-------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |

*Appendix C***Form- III****Experience of the Firm in Respect of Modern Abattoir & Related Projects**

| Sl. No. | Name of the Client Organization | Name of the Abattoir Project | Scope of Work | Capacity | Total Project Cost | Year of Completion | Duration of Successful Running |
|----------------|--|-------------------------------------|----------------------|-----------------|---------------------------|---------------------------|---------------------------------------|
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |
| 4. | | | | | | | |
| 5. | | | | | | | |
| 6. | | | | | | | |
| 7. | | | | | | | |
| 8. | | | | | | | |
| 9. | | | | | | | |
| 10. | | | | | | | |

*Appendix D-I***Format for Financial Proposal****Name of the Project/ Location: Panchkula, Haryana**

| | Scope of work in brief | Payment Terms As per RFP/ Deviation if any | Consultancy Fees | |
|-----------|--|--|--------------------------|-----------------------|
| | | | Amounts in (Figures) | Amounts in (Words) |
| 1 | Preparation of Interim Report & Final Report | | | |
| 2. | Preparation of Tender Document | | | |
| 3. | Tendering Process | | | |
| a. | Providing clarifications on the tender documents to the bidders, amending the document if required | | | |
| b. | Evaluation of the Bids | | | |
| c. | Preparation of Technical Comparison | | | |
| d. | Opening the Commercial Bids | | | |
| e. | Preparation of comparisons, recommendations, agreements & draft of award of contract | | | |
| 4. | Monitoring the execution of the project, verification of all drawings designs, quality, passing of bills etc. | | | |

Signature of Authorized Signatory of the Bidder

*Appendix D-II***Format for Financial Proposal****Name of the Project/ Location: Kalka, Haryana**

| | Scope of work in brief | Payment Terms As per RFP/ Deviation if any | Consultancy Fees | |
|-----------|--|--|--------------------------|-----------------------|
| | | | Amounts in (Figures) | Amounts in (Words) |
| 1 | Preparation of Interim Report & Final Report | | | |
| 2. | Preparation of Tender Document | | | |
| 3. | Tendering Process | | | |
| a. | Providing clarifications on the tender documents to the bidders, amending the document if required | | | |
| b. | Evaluation of the Bids | | | |
| c. | Preparation of Technical Comparison | | | |
| d. | Opening the Commercial Bids | | | |
| e. | Preparation of comparisons, recommendations, agreements & draft of award of contract | | | |
| 4. | Monitoring the execution of the project, verification of all drawings designs, quality, passing of bills etc. | | | |

Signature of Authorized Signatory of the Bidder

*Appendix E***Scope of Work****1. Preparation of Interim and final Reports for ;**

- Panchkula Abattoirs
- Kalka Abattoirs

2. Preparation of Tender Document**3. Tendering Process**

- a. Providing clarifications on the tender documents to the bidders, amending the document if required
- b. Evaluation of the Bids
- c. Preparation of Technical Comparison
- d. Opening the Commercial Bids
- e. Preparation of comparisons, recommendations, agreements & draft of award of contract

4. Monitoring the execution of the project verification of all drawings designs, quality, passing of bills etc.