



HINDUSTAN PREFAB LIMITED

**Invitation for
Request for Proposal (RFP) for
Engaging a Consultant for Preparing a White Paper on
“Prefab Housing Sector in India”**

Request for Proposal for Engaging a Consultant for Preparing a White Paper on “Prefab Housing Sector in India”

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DISCLAIMER

1. The information contained in this Request for Proposal document (the “RFP”) or subsequently provided to Applicant(s), whether verbally or in documentary or any other form, by or on behalf of Hindustan Prefab Limited or any of their employees or advisors, is provided to Applicant(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.
2. Though adequate care has been taken in the preparation of this document, the Applicant submitting application should satisfy itself that the document is complete in all respects.
3. The Authority, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way with pre-qualification of Applicants for participation in the Bidding Process.
4. The Authority reserves the right, without any obligation or liability, to accept or reject any or all the Applications submitted in response to this RFP at any stage of the process, to withhold or withdraw or to cancel or modify the process of this RFP, at any time, without assigning any reason whatsoever.
5. The Authority may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

Request for Proposal for Engaging a Consultant for Preparing a White Paper on “Prefab Housing Sector in India”

Hindustan Prefab Limited
{Government of Enterprises}

Tender No. HPL/CS/RFP/2016-17/15

Date: 27.05.2016

Notice Inviting Request for Proposal

Subject: Request for Proposal for Engaging Consultant for Preparing a White Paper on “Prefab Housing Sector in India”.

On behalf of Hindustan Prefab Limited, Request for Proposal is invited from eligible Consultants/ Consultancy Firm / Consortium (termed as “Consultant” hereafter) for Engaging Consultant for Preparation of a White Paper on “Prefab Housing Sector in India”.

Descriptions	Date
Issue of RFP Document	27.05.2016
Due date for Submission of written queries for Clarifications	04.06.2016
Due date for RFP Bid submission	10.06.2016
Due date for RFP Technical Bid opening	10.06.2016

1. The RFP document can be downloaded from website www.eprocure.gov.in. and www.hindprefab.org. **“Any Corrigendum/addendum, if any, would appear only on the HPL web site and not to be published in any News paper”.**
2. The RFP fee of INR 1000/- (non-refundable) as stated above must be submitted with the RFP offer through Demand Draft in favour of Hindustan Prefab Limited and Payable at New Delhi.
3. Hindustan Prefab Limited reserves the right to accept or reject any /all RFP offers without assigning any reason whatsoever. Further information regarding extension of date of opening, amendments, etc shall be posted only on the website <http://www.hindprefab.org>.
4. The bidder if required may submit questions in writing by e-mail at hindprefab@gmail.com or cs.hpl@gov.in. or to seek clarifications latest by 10.06.2016 to the office of Company Secretary, Hindustan Prefab Limited, Jangpura, New Delhi : 110 014. Contact No. 011-43149800-899 Fax 011-26340365.
5. No individual reply shall be given. Based on the queries received, HPL may issue the Corrigendum which shall be put on www.hindprefab.org.

SECTION I: INSTRUCTION TO APPLICANTS

1.1 GENERAL INSTRUCTIONS

- 1.1.1 The Authority invites Request for Proposal (RFP) from experienced, qualified and reputed Consultant/Consultancy Firm/Consortium (termed as “Consultant” hereafter) (which is registered in India) for obtaining the “consultancy services” for Preparing White Paper on “Prefab Housing Sector in India”.
- 1.1.2 The consultants are invited to submit a technical bid and a financial bid for “Consultancy Services”. The proposal so submitted will be the basis for evaluation, selection and ultimately, signing of a contract with the selected firm.
- 1.1.3 This RFP document contains information as per following sections:
- ❖ Section I: Instruction to Applicants
 - ❖ Section II: Project Information
 - ❖ Section III: Pre-qualification criteria & Request for Proposal
 - ❖ Section IV: Request for Proposal – Application
- 1.1.4 All RFP bids would be evaluated in terms of eligibility criteria of the Applicants, technical feasibility of the proposals and the proposals which will qualify the technical parameters will be financially evaluated.
- 1.1.5 Applicants are required to read carefully the contents of this document and to provide required information, as per the checklist so that capabilities of the Applicants can be fully appreciated and assessed. Submission of a bid in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.
- 1.1.6 The RFP document can be downloaded from HPL website <http://www.hindprefab.org> with tender fee of INR 1000/- (non-refundable) as stated above, must be submitted with the RFP offer through Demand Draft in favour of Hindustan Prefab Limited and Payable at New Delhi.
- 1.1.7 The Applicants shall bear all costs associated with the preparation and submission of its RFP bid, including/ cost of presentation for the purposes of clarification of the bid, if so desired by the Authority. Authority will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process of the RFP.

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- 1.1.8 At any time prior to the last date for submission for RFP proposals, Authority, may, for any reason, whether at its own initiative or in response to a clarification(s) requested by a perspective consultant, modify the RFP document by an amendment(s). Also in order to provide prospective reasonable time to take the amendment(s) into account for preparing their proposals, Authority may, at its discretion, extend the last date for receipt of proposals and/or make other changes in the requirements set out in the invitation for RFP.
- 1.1.9 The RFP bid shall be sent/ submitted, in physical form only, in a sealed single envelope at the following address by post or courier or in person latest by date 10/6/2016 up-to 1500 hours having the title of envelope as: **Application for Engagement as a Consultant for Preparing a White Paper on “Prefab Housing Sector in India”**.
- 1.1.10 **Address:** Company Secretary, HINDUSTAN PREFAB LIMITED, (A Govt. of India Enterprise), Jangpura, New Delhi-110014, Ph- (011) 43149800-899, Fax: (011) 26340365, WEB: www.hindprefab.org, Email: - hindprefab@gmail.com, cs.hpl@gov.in.

1.2 ELIGIBLE APPLICANTS

1.2.1 The Applicant for pre-qualification may be a national or international (which is registered in India) individual, firm or consortium, with the relevant experience in the field of real estate/housing sector etc. as consultant. Detailed description of the objectives & scope of services and other requirements relating to this consultancy are specified in section III of this RFP.

The applicant shall have adequate and sufficient in-house resources and expertise to deliver this research study project in a timely manner.

1.2.2 The applicant shall be deemed to be ineligible to submit a proposal, if the organization has been barred or blacklisted by the Central and/or State Government or any agency there under in India.

1.2.3 Consortiums / joint ventures are allowed, however the lead bidder should independently meet the requirement at the RFP

1.2.4 Payment terms and schedule of payments are dealt in subsequent section of the RFP Document.

1.2.5 Only 01 proposal (bid) shall be submitted by each bidder. No bidder shall participate in the bid of another bidder for the same contract in any relation whatsoever.

1.2.6 Prior to evaluation of proposal, the Authority shall determine whether each proposal is responsive to the requirements of the RFP. An Application shall be considered responsive only if:

- a) it is received as per the checklist at Annexure-I.
- b) it is received by the Application Due Date;
- c) it contains all the information (complete in all respects) as requested in this RFP;
- d) it is unconditional; and
- e) it is not non-responsive in terms hereof.

1.2.7 The Authority reserves the right to reject any Application which is non-responsive in the opinion of Authority and no request for alteration, modification, substitution or withdrawal shall be entertained by the Authority in respect of such Application.

SECTION II: PROJECT INFORMATION

2.1 Project Background

2.1.1 Prefab Housing Sector in India

The prefab sector has a major role to play in the fulfillment of Government’s Mission of “Housing for All by 2022”. Towards increasing the housing delivery capacity, as mandated by the huge requirements, the rapid construction technologies need to be adopted. The impending manpower shortages, skill gaps and need for urgent housing & infrastructure development, warrants the use of innovative methods and harnessing available technologies to provide a fillip to the Indian Housing Sector.

Towards the same, Hindustan Prefab Limited (HPL) proposes to institute a study by a reputed Agency/Consultant having global experience to prepare a white paper on the prefab sector in mass housing. It would involve study and evaluation of the current status of use of prefab in mass housing, benchmarking with relevant global experiences and the way forward with comprehensive plan of action for the sector so as to be contributed effectively to the ‘Pradhan Mantri Awas Yojana’.

The proposed study would cover the following Guidelines:

2.3 The Objectives and deliverables of Consultancy Services:

The project proposal shall include:

1. **Evaluation of the current status of the use of prefab sector in mass housing:** It will focus on the current scenario of the industry and, detailed sector analysis of prefab. It will examine the current installed prefab capacity and its augmentation potential capacity. The study will also give an overview of the Demand Assessment for next 5 years in prefab housing industry; and what are key demand drivers and inhibitors in prefab industry in India;
2. **Identifying the key bottlenecks impacting on construction material sector.** It will also focus into the sustainable development issues of prefab like dust emission; standard specification for different geo-climate conditions. The study will also attempt the economics of prefab option vis-a-vis conventional technology.
3. **Regulatory mechanism:** it will analyze the existing government schemes and policies pertinent to the prefab industry and also measures and initiatives that may be taken by the Government to promote the precast and prefab technologies for housing.
4. **Benchmarking with relevant Global Experiences:** The Study will cover the prefab/precast industry in select geographies (as the industry has grown in these countries namely Indonesia, United Arab Emirates and Brazil etc.) based on secondary research data and case studies as also a comparison report with respect to India; it will also provide a qualitative overview of the precast construction in these countries; provide an outline how the GDP and the construction GDPs of these countries compare with India and the precast market size in these countries and what lessons can be learnt from their experiences.

5. **Key Challenges and Gaps:** The study will assess the key challenges/ gaps faced by the industry for example; the availability of Prefab technologies, skilled manpower production capabilities and other issues, like scaling up and user acceptability etc.
6. **Action Plan/Road Map:** The study would suggest the action plan for each of these gaps including skill development of artisans and professionals.
7. **The way forward for the growth of the industry:** It will assess how and to what extent, the growth in the prefab and precast industry will support initiatives like Housing for All. The study will attempt to assess on a broad basis the Prefab as ancillary for housing sector. The study will make projection for the prefab housing industry on a yearly basis till 2022, the demand, capacity, skill availability, funding housing delivery etc.

2.4 Schedule of the Work

The study is proposed to be of two months duration wherein after the initial fifteen days, the consultant would be expected to furnish an inception report and would be required to submit the draft final report to the steering committee within next thirty days.

After review by the Steering Committee, the Consultant would be required to furnish the final report within the next fifteen days.

SECTION III: PRE-ELIGIBILITY CRITERIA AND REQUEST FOR PROPOSAL

3.1 PRE-ELIGIBILITY CRITERIA

3.1.1 Interested firms should meet the following pre-eligibility criteria before deciding to submit an RFP bids:

- Experience in consultancy (like sectoral and related research studies in real estate development, Housing/construction sector, etc). Proof of experience (copy of work order/agreement and completion certificate) to be enclosed.
- All experience claimed should have been undertaken in last Five years preceding the Proposal Due Date (PDD).
- The Applicant should have achieved an Average Annual turnover of Indian Rupee 1 crore (INR one Crore) in last 3 years from consultancy services. Proof of IT return and Balance Sheet to be enclosed.

3.2 REQUEST FOR PROPOSAL

3.2.1 The RFP bid is to be submitted on "Two Bid System" comprising of "Technical Bid" and "Financial Bid" both of which should be submitted in sealed cover separately and then put together in another sealed cover. The outer envelope should bear the details as mentioned above.

3.2.2 Last date for submission of written queries through e-mail for clarifications shall be 04/06/2016.

3.2.3 No individual reply shall be given. Based on the queries received, HPL may issue the Corrigendum which shall be put on www.hindprefab.org.

Contact person for queries: Company Secretary, Hindustan Prefab Limited, (A Govt. of India Enterprise), Jangpura, New Delhi – 110014 India 110014. Contact no 011-43149800-899 Fax 011-26340365. Email: hindprefab@gmail.com , cs.hpl@gov.in

3.2.4 Technical Bid

3.2.2.1 Technical Bid of the RFP should be a complete document bound as a volume separately. The document should be page numbered, duly signed with seal and appropriately flagged and contain the list of contents with page numbers. Any deficiency in documentation may result in rejection of the offer.

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3.2.2.2 The “Technical Bid” shall contain all other technical documents in support of the offer. There will be no mention of prices anywhere in the Technical Bid. However a copy of the ‘Financial Bid’ without price must be enclosed.

3.2.2.3 The documents which must be submitted along with the technical bid are mentioned in **Annexure 1 and 3**.

3.2.3 Financial Bid

3.3.2.1 The Financial Bid will contain Price Schedule and all the commercial details of the offer. A format for Financial bid is being prescribed (Annexure 4) and it is expected to be all inclusive lump sum amount covering all items of the work including all taxes and the cost of staff, stationery, contingency amounts, travel, living expenses, communication, and other resources and all miscellaneous expenses that may be required to be met in connection with delivery of the Consultancy Services. The price bid should be unconditional and any conditional financial proposal shall be rejected summarily.

3.3.2.2 The unit rates and prices shall be quoted by the bidder entirely in INR (Indian Rupees). All prices should be quoted in Indian Rupees and indicated both in figures and words. Figures in words will prevail.

3.3.2.3 The cost quoted will be firm and fixed for the duration of performance of the contract. At no point of time will any deviation from the quoted rate be entertained by the Authority.

SECTION IV: RFP – APPLICATION

4. SUBMISSION OF RFP

Applicants fulfilling the prescribed eligibility criteria may send/submit the proposal, in physical form only, by post or courier or in person latest by 10/6/2016 before 1500 hours (IST) on the address mentioned below in a sealed envelope super scribed with “**RFP Application for Engaging a Consultant for Preparing a White Paper on “Prefab Housing Sector in India”**” containing following information:-

- (i) Letter of Request for Proposal
- (ii) Checklist of submissions as per **Annexure 1**.

Address: Company Secretary, Hindustan Prefab Limited, (A Govt. of India Enterprise), Jangpura, New Delhi – 110014 India. Contact no 011-43149800-899. Fax 011-26340365

4.1 INFORMATION AND INSTRUCTIONS TO APPLICANTS

- a) Applicants shall submit the RFP on the prescribed format in English language.
- b) The RFP shall be submitted, in physical form only, along with a covering letter in format together with the desired supporting documents and proofs on the letter head of the Applicant with each page of the Document duly signed and stamped by the head or authorized signatory of the Applicant. Format for the covering letter is enclosed as Annexure 1.
- c) The Applicant must sign and stamp each page of this RFP document and submit the complete document without detaching any page along with the RFP.

4.1.2. An Applicant can be disqualified if the Applicant:

- a. Does not meet the Eligibility Criteria of the Project
- b. Does not submit the completed Application as per checklist given in Annexure 1 of this RFP
- c. Makes misleading or false representations in the forms, statements and attachments submitted in the Application. Even if at any stage it is brought to the knowledge, Authority shall have the right to reject the proposal or terminate the contract, as the case may be, without any compensation to the Applicant.
- d. Has record of poor performance such as abandoning the works, not properly completing the contract, litigation history, or financial failures, etc.

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- e. Application submitted is not accompanied with the requisite documentation or is non-responsive
 - f. Application submitted is offering consultancy for partial requirements
 - g. Not maintaining Confidentiality regarding all the information, documents, records, software, data, reports, deliverables, etc provided by Authority. The above information shall not be shared without written approval of the Authority.
- 4.1.3 In case of any dispute, New Delhi, India shall be the jurisdiction for any legal matter and the decision of the Authority shall be final and binding.
- 4.1.4 If the Reports/documents (as per scope of work) are not submitted in the stipulated delivery period, Authority reserves the right to cancel the contract. In that case the performance security shall be forfeited.
- 4.1.5 The consultant shall submit the progress report to the designated official(s) nominated by Authority at regular time intervals.
- 4.2.1 **Period of Completion of Consultancy Service:** 60 days from the date of signing of contract (agreement).
- 4.2.2 The Interim Report is mandatory and selected consultant shall have to submit the Interim Report along with the Presentation.
- 4.2.3 The Final Research Study Report submitted to the authority must be based on facts & figures (must not be generalised) and must employ all the latest analytical tools and techniques to avoid objections/penalty by Authority during report acceptance and release of payment.
- 4.2.4 **Liquidated damages (LD) for Delays:**

The time allowed for carrying out the work as per the work order shall be strictly observed by the Consultant and shall be reckoned from the date on which acceptance of offer to commence work is given to the Consultant. The work shall throughout the stipulated period of the contract be proceeded with all due diligence. Consultant shall pay as LD an amount equal to 0.5 % (one half percent) of the total value of Consultancy Fee for every week or part thereof if the FSR is not submitted within stipulated time as prescribed in the RFP, provided always that the entire amount of compensation to be paid under the provisions of this clause shall not exceed 10 percent of the total Consultancy fee.

4.2.5 Force Majeure

- a. For the purposes of this Agreement, "Force Majeure" means an event which is beyond the reasonable control of a Party, and which makes a Party's performance of its obligations here under impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies
- b. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or such Party's Sub consultants or agents or employees, nor (ii) any event which a diligent party could reasonably have been expected to both (A) take into account at the time of the conclusion of this Agreement and (B) avoid or overcome in the carrying out of its obligations hereunder.
- c. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

4.2.6 Arbitration:

If any dispute or difference arises between the parties hereto as to the construction, interpretation, effect and implication of any provision of this agreement including the rights or liabilities or any claim or demand of any party against other or in regard to any other matter under these presents but excluding any matters, decisions or determination of which is expressly provided for in this agreement, shall within 30 days from the date one party informs the other in writing that such dispute or disputes or disagreement exists, be referred to single Arbitrator acceptable to both the Parties. The agreement to appoint an arbitrator and the arbitral proceedings shall be in accordance with the Arbitration and Conciliation Act 1996 and the rules framed there under for the time being in force. The award made in pursuance thereof shall be binding on the parties. The venue of the Arbitration shall be at Delhi. The Language of arbitration proceedings will be English only. Each party shall bear and pay its own cost of the arbitration proceedings unless the Arbitrator otherwise decides in the Award. The provisions of this Clause shall not be frustrated, abrogated or become inoperative, notwithstanding this Agreement expires or

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ceases to exist or is terminated or revoked or declared unlawful. The Courts at New Delhi shall have exclusive jurisdiction in all matters concerning this Agreement including any matter related to or arising out of the arbitration proceedings or any Award made therein.

4.2.7 Payment Terms & Schedule:

The payment terms & schedule will be linked to following milestones as follows:

S.No.	Milestone/Stage of Completion	Percentage	Cumulative
1	On signing of contract	10	10
2	On submission of Interim Report	30	40
3	On submission of Final Report	30	70
4	Acceptance of Final Report for publication	30	100

4.2.8 Evaluation of Proposals:

1. Technical Bids shall be opened on 10/6/2016 at 15.30 hrs (IST) in Conference Room HPL, Jangpura, New Delhi-110014 in the presence of bidder or their authorized representatives who choose to attend the opening of bids. Authorised Representative with authority letter on the letter head of bidding company duly signed by the bidder only will be allowed to attend the technical bid opening meeting.
2. Preliminary scrutiny of the bid proposal will be made to determine whether they are complete, required RFP document fee (in case of online download) has been furnished, whether the documents have been properly signed, and whether the bids are generally in order and all documents as mentioned in Annexures have been enclosed, whether they are meeting the pre-eligibility criteria, etc. Proposals not conforming to such preliminary requirements will be prima facie rejected.
3. Bids complying with all the eligibility requirements mentioned in the RFP document shall be treated as substantially responsive bids.
4. The proposal shall be evaluated technically as per the following procedure:
 - a. Technical evaluation of the bidder will be based on parameters with due weightage attached to the following items:

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4.2.9 Technical Evaluation Criteria

S. No	Criteria	Requirement (As on 30.04.2016)	Proof to be attached
1	Institution/firm Profile	Turnover (in Rs)	Marks 20
	Lead bidder’s average annual turnover from consultancy in last 3 Financial years, 2013-14 & 2014-15, and 2015-2016. (In case non-availability of Audited Balance Sheet of 2015-16, bidder may submit balance sheet of 2012-13) which shall be taken for auditors.	>Rs. 10Cr	20
		>Rs. 7.5Cr but <=Rs. 10 cr	15
		>=INR 5Cr but <= 7.5 cr	10
		>=INR 5Cr but <=1 Cr. Less than Rs. 1 Cr. not eligible.	05
	Background of Professionals		Marks 25
2.	Full time Professional staff with background such as Economics, Statistics Finance, Urban /Regional Planners, law etc.	> 50 > 50 but <= 25 > 25 but <= 15 Less than 15	25 20 15 00
3.	Relevant Past Experience		Marks 10
	Continuing experience of the Company’s/Firm/ in documentation, publication on Real Estate/Housing Sector/ prefab sector.	>5 years	10
		> 3years but <=5 years	08
		>2years but <=3 years	06
		<= 2 years	00
3.	Resource Profile		Marks 20
	Team Leader: a specific Qualifications, skills/ competencies/ expertise. b. Experience in relevant field in the last 10 years.		10
			Self certified CVs for Team Leader and each Team Member.

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	Project Team Members: a. specific qualifications, skills/ competencies/ expertise. b. Experience in relevant field in the last 5 years.	10	
		Marks will be given on evaluation of CVs and its direct relevance to the proposed study.	
	Presentation	Marks 25	
	Evaluation of presentation based on understanding of the requirements, proposed methodology, access to relevant information/data and evaluation of overall capacity of the bidder for undertaking the assignment.		Presentation Copy to be submitted
	Total Marks	100	

Note:

- i. Bidder has to provide copies of supporting documents against each criterion mentioned above, without which bid may be rejected.

4.2.10 Financial Evaluation:

1. HPL shall shortlist all the Bidders who secure the minimum required marks. The minimum cut off will be 70 % (Sixty Percent).
2. Financial proposals of only the Bidders scoring 70% in technical bid will be evaluated.
3. Financial bids of the technically qualified bidders shall be opened in the presence of representatives of technically qualified consultant who may desire to be present during the opening of the financial bids.
4. After opening of financial bids, the authority shall examine the bids to determine whether they are complete, unconditional, unqualified and responsive and are complying clause 3.3.2/page of this RFP document.
5. The total score shall be obtained by adding the technical and financial scores. Thus, the technical and financial bids would gets 70:30 weightage, respectively.

The formula shall be:

$$\text{Total score} = \text{Technical score} \times 0.7 + \text{Financial Score} \times 0.3$$

6. In case of discrepancy in words and figures, the fee quoted in words shall be treated as final.
7. After the public opening of financial bids, information relating to the examination, clarification, evaluation and comparison of bids and recommendations concerning the award contract shall not be disclosed to bidders or other person not officially concern with such process until the award of the contract to the successful bidder has been announced.
8. The proposal with the lowest total bid value shall be given a financial score of 30 and other proposals given financial scores that are inversely proportional to their prices.
9. The assignment shall be awarded at the lowest quoted fee of the technically eligible bidders. However, the first opportunity shall be given to the bidder with the highest composite score to work at the L1 fees. If the bidder with the highest composite score refuses, the option will be given to next highest composite score bidder to work at the L1 fees. The award will be given to the bidder willing to works at the L1 fees in the order of composite scores.

Note:

1. Any effort by a bidder to influence the Authority or any of its representatives in the process of examination, clarification, evaluation and comparison of bids and in decisions concerning award to contract, may result in the rejection of the bidder's bid.
2. The cost indicated in the financial bid shall be deemed as final and reflecting the total cost of services. Omission, if any, in costing any item shall not entitle the consultant to be compensated and the liability to fulfill its obligations as per the scope of work within the total quoted price shall be that of the consultant.
3. The bidder shall be responsible for any arithmetic errors in the submitted financial bids.
4. The authority in its sole/absolute discretion can apply any other criteria deemed appropriate in determining the responsiveness of the RFP submitted by the respondents.
5. The authority may reject all proposals if they are found to be unresponsive or unsuitable either because they represent major deficiencies in complying with the scope of the work or they involve substantively higher cost.

4.3.1 Award of Contract

The Authority shall notify the successful bidder by email confirmed in writing by registered letter that his bid has been accepted. This letter communicating notification of award shall name the sum which the Authority will pay to the Consultant in consideration of the execution and completion of the works prescribed by the Contract (hereinafter and in the conditions of contract called the contract price). The notification of award shall constitute the formation of the contract.

4.3.2 Signing of Contract

The Authority shall send the successful bidder the forms of agreement to be executed between both the parties. Within 07 days of receipt of the form of Agreement, the successful bidder shall sign (with seal) the form and submit it to the Authority.

4.3.2 The Authority reserves the right to:-

- a. Reject or accept the RFP,
- b. Alter/modify/amend the eligibility criteria in the subsequent stages, if deemed necessary.
- c. Cancel the process and reject all or any of the RFP without assigning any reasons whatsoever.

ANNEXURES OF FORMATS

**ANNEXURE 1
CHECKLIST FOR SUBMISSION OF RFP**

Annex No.	Enclosures to the RFP	Status (Submitted/ Not Submitted)	Comments, if any
1	Letter of Request for Proposal		
2	Signed RFP Document		
3	3.1 Particulars of the Applicant		
	3.2 Particulars of Applicants in case of Joint Venture / Consortium		
4	Financial Information		
5	Audited Financial Statements/ Annual Reports		
6	Details of Similar Project Experience		
7	Company profile and manpower information indicating proposed team for undertaking the assignment and their qualifications and experience in relevant field		
8	Technical Bid		
9	Financial Bid		
10	Any other information documentary evidence in support of suitability of the offer.		

ANNEXURE-2

CHECK LIST FOR DOCUMENTS TO BE SUBMITTED WITH TECHNICAL BID

1. The bidder must sign each page of this RFP document, and submit the complete document without detaching any page with their offer. In such a case the bidder must attach a certificate conveying acceptance of all the terms & conditions of the RFP document. The certificate and signed RFP document are to be submitted with the Technical Bid.
2. All documents related with Partnership Deed / Articles of Memorandum of Association or Proprietorship Deed and MoU/ Collaboration deed with foreign / other collaborators as the case may be attached.
3. Certificate of Incorporation of the firm.
4. Particulars of the applicant. Performa for the same is enclosed as Annexure _____.
5. Financial information and Technical information. Performa for the same is enclosed as Annexure_____, respectively.
6. List of all key officials (team leader and other professional staff) to be deputed on the project with their curriculum vitae carrying name, academic & professional qualifications, number and brief detail of project(s) executed of similar nature, other relevant experience, telephone No., e-mail ID, etc must be provided.
7. Turnover certificate of the firm certified by the auditor/CA/CS indicating the turnover in area of consultancy must be attached.
8. Latest Annual Report of the Bidder firm.
9. Service Tax Registration number and attested copy of Registration Certificates.
10. Details of past experience of executing similar works by the bidder/consortium partners with supporting documents
11. Any other information, documentary evidence in support of suitability of offer.
12. Copy of the "Financial bid", leaving price columns blank.
13. Proposed approach & methodology and work schedule in response to the scope of work.
14. Demand Draft of INR 1000 (Indian Rupees One Thousand Only) against RFP document fee in favour of Hindustan Prefab Limited and payable at New Delhi.

ANNEXURE-3

FORMAT FOR FINANCIAL BID

Subject: Request for Proposal for Engaging a Consultant for Preparing a White Paper on “Prefab Housing Sector in India”

The undersigned Consultant/Consultancy Firm/Consortium having read and examined in detail all the RFP document in respect of for Hiring of Consultant for Conducting Research Study on “Prefab Housing Sector in India” do hereby express their interest to provide Consultancy Services as specified in the RFP document.

Name of the Consultant/ Consultancy Firm / Consortium	
Address of the Consultant/Consultancy Firm /Consortium	
Lump sum amount in Indian Rupees (in words, including all taxes)	
Lump sum amount in Indian Rupees (in Figures, including all taxes)	

Note:

- a) All applicable Taxes are to be provided with its percentage and amount as per applicable rules in India. Break up details Tax wise are to be provided. It is to be noted that Taxes / VAT / other levies as applicable in India will be paid as per actual.
- b) In case of any difference of lump sum amount in figures and words ,the amount in words will be considered.
- c) The bidder is required to enclose a breakup of their offered price under various heads for justification of the bid along with RFP Financial Bid Form

Signature
Name
Designation
Company Seal

Date

ANNEXURE-4

FORMAT OF LETTER OF REQUEST FOR PROPOSAL

[On Company"s letterhead]

Date:

Reference:

Company Secretary
Hindustan Prefab Limited
Jangpura New Delhi - 100014

SUBMISSION OF REQUEST OF PROPOSAL

Engaging a Consultant for Preparing a White Paper on “Prefab Housing Sector in India.”

Dear Madam,

We hereby submit our Request for Proposal for providing consultancy services as explained in the Invitation for Request for Proposal for the aforementioned project. In support we submit all the necessary information and relevant documents for our participation in the procedure for short listing of applicants as a part of the selection process. The submission is made by us, on behalf of In the capacity of
duly authorized to submit the RFP.

We hereby submit our willingness for our participation in the process for engaging the Consultant for the aforementioned project.

We understand that Authority reserves the right to reject the submission, without assigning any reason.

Yours faithfully,

Signature of Applicant:
Name of Signatory:
Designation:
Name and address of firm:
Contact number:
Fax:
Email:

Enclosures:

1. Copy of Board Resolution/ Power of Attorney or Authority letter authorizing the representative to sign on behalf of the Company/ firm
2. Others documents [as per the RFP document (Details to be provided by the consultant/ consultancy firm / consortium)]

ANNEXURE - 5

PARTICULARS OF THE APPLICANT

1.1	Title of Consultancy: Engaging a Consultant for Preparing a White Paper on “Prefab Housing Sector in India”
1.2	Title of Project: “Prefab Housing Sector in India”
1.3	State the following: Name of Company or Firm: Legal status (e.g. incorporated private company, unincorporated business, partnership etc.): Incorporation documents (to be enclosed at the end): (e.g. Certificate of Incorporation (of both Indian/Foreign Company, Memorandum/Articles of Association, CS/CA certificates, etc.) Country of incorporation: Registered address: Year of Incorporation: Year of commencement of business: Principal place of business: Detail Company Profile description of the Company including details of its main lines of business Name, designation, address and phone numbers of Authorised signatory of the Applicant: Name: Designation: Company: Address: Phone No.: Fax No. : E-mail address:
1.4	State the following: i. Name of Firm: ii. Legal Status and country of incorporation iii. Registered address and principal place of business.

