

NIT for Engagement of Agency for Review and Updation of Manual on Storm Water Drainage System



**76-C, Sector-18, Institutional Area,
Gurgaon-122015, Haryana, India
Phone No.: 0124-2397391**

February, 2018

21.02.2018

WAPCOS LIMITED
(A GOVERNMENT OF INDIA UNDERTAKING)

**NIT for Engagement of Agency for Review and Updation of Manual on Storm Water
Drainage System**

1. Online Bids are hereby invited by WAPCOS Ltd., Gurgaon (Herein after referred to as “Employer”) from reputed and experienced firms/ companies/ agencies (herein after referred to as “Bidder”) and Ministry of Urban Development (herein referred to as “Client”)
2. Technical and Financial Bid must be submitted online on TCIL Website (<https://www.tcil-india-electronictender.com>) on or before 09.03.2018 up to 3:00 PM and Earnest Money along with sealed Pass Phrase of both Technical and Financial Bids shall be received physically at the office of Additional Chief Engineer (Infrastructure), WAPCOS Limited, 76-C, Sector 18, Gurgaon-122015, Haryana India on or before (3:00 PM).
3. The bidder should have sufficient experience in Preparation of Detailed Project Report/Manual/Feasibility Report in the Storm Water/Water Supply/Sewerage Sector. The bidder shall furnish details of the complete company profile, relevant experience, company’s financial statements, details of the works done as per the Tender documents etc.
4. The offer(s) submitted by the bidder shall be valid for a period of 90 days from the date of submission.
5. Earnest Money amounting to Rs. 15,000/- (Rupees Fifteen Thousand Only) shall be deposited physically in the form of Demand Draft. The Demand Draft shall be drawn in favour of WAPCOS Limited payable at New Delhi/Gurgaon.
6. The last date of submission of Bid is 09.03.2018 up to 3:00 PM. The Technical bid will be opened on 09.03.2018 up to 3:30 PM at WAPCOS, Gurgaon in the presence of bidder’s representatives who would like to be present.
7. Incomplete Bid, conditional Bid received without EMD and after the stipulated time shall out rightly be rejected.
8. Employer reserves the right to reject any one or all of the Bids without assigning any reason thereof.
9. In case of any dispute in the award of work or terms & condition of award and execution of work, the decision of CMD, WAPCOS is final and binding on all the parties.

1.0 Scope of work

The agency shall carry out the works but not limited to the following:

1. Responsible for review of the Chapters of the Storm Water Manual and make necessary corrections as per the directions of the Client for approval of the same by the committee.
2. Responsible for redrafting the part/whole chapter till the satisfaction and approval of the chapter and Manual from the Client.
3. The Agency shall use its expertise in drafting the contents of Manual and its experts shall also participate in various meetings to enrich the discussions within the sanctioned amount.

The agency is required to provide the CVs of the following Experts and supports staff in line with their Qualification and relevant experiences.

S.No	Qualification Requirement	Nos.
Key Professionals		
1.	BSc./B. Tech Degree in Civil Engg and M-Tech in Environment/Public Health Engineering. with Min. 15 yrs overall experience in Preparation of Feasibility Report/DPR/Manual/Construction Supervision in the field of Water Supply/Sewerage/Storm Water Drainage in India / Abroad.	1 Nos.
2.	BSc./B. Tech Degree in Civil Engg and M-Tech in Environment/Public Health Engineering. with Min. 10 yrs overall experience in Preparation of Feasibility Report/DPR/Manual/Construction Supervision in the field of Water Supply/Sewerage/Storm Water Drainage in India / Abroad.	1 Nos.
Support Staff		
1.	Agency shall assess support staff as per the requirement.	

2.0 Eligibility Criteria

The bidder must satisfy the following eligibility criteria:

- a. Bidder must be a Company/Firm incorporated by any Law of India with a minimum of 03 years of operations.
- b. The average annual Turnover of the Bidder shall be not less than Rs. 3.25 Lakhs in the last three financial years, ending March, 2017
- c. Audited Balance Sheet for Last 3 (Three) years ending on the financial year 2016-17 is to be enclosed. Year in which no turnover is shown would be considered for working out the average.
- d. Bidder must not have been blacklisted or deregistered by any government Bidder or Public Sector Undertaking. If so the same shall be brought to the notice of the Employer
- e. The Bidder must have GST registration; copy of Certificate of Registration must be enclosed.
- f. The Bidder whosoever qualifies in eligibility criteria, their Technical bids shall be evaluated as per the evaluation criteria

Terms of Reference

1.0 Project Background

WAPCOS is the Consultant for Preparation of Manual on Storm Water Drainage System awarded by the Ministry of Urban Development, New Delhi. Accordingly, WAPCOS has chapterized the complete manual as per the requirement of the MoUD. Now the agency is appointed to fine tune the chapters of the Manual and complete in all aspects for approval of the same from MoUD.

2.0 General Instructions:

- Place of work will be in Gurgaon.
- The Manpower will work under the direct supervision of Employer.
- The CVs shall be submitted as per the prescribed format Annexure – II.

3.0 Time Schedule

Total duration of the assignment is 1.5 Months from the date of award of work

3.0 Essential Documents

Bidders are required to submit following documents/ certificates online:

- Registration, Ownership as well as Constitution and legal status of the Applicant
- Certified copies of the audited Balance sheets for last three years ending 31.03.2017
- Power of Attorney in favour of the person signing the Bidder covering letter and price bid.
- Copy of PAN Card
- Copy of Certificate of GST Registration
- List of projects showing, experience in Preparation of Feasibility Report/DPR/Manual/Construction Supervision in the field of Water Supply/Sewerage/Storm Water Drainage in India / Abroad.
- Certified copies of Income Tax Return forms of last three years
- Manpower with Qualification & Experience. The educational certificates for each CV is required to be submitted as per requirement criteria. The proof of experience is essential to be furnished on request by M/s WAPCOS
- Litigation History/Arbitration cases pending with details

Note:

- Bidders not giving the above details shall be liable for rejection.
- Incomplete Bid, conditional Bid and Bid received without EMD and after the stipulated time shall out-rightly be rejected.
- In case of any dispute in the award of work or terms & condition of award and execution of works, the decision of CMD WAPCOS shall be final and binding on all the parties.

4.0 Earnest Money

The bidders shall be required to submit an Earnest Money Deposit of Rs. 15,000/- (Rupees Fifteen Thousand Only) physically in the form of Demand Draft drawn in favor of WAPCOS LIMITED payable at New Delhi/Gurgaon. For the unsuccessful bidders EMD shall be returned

after completion of the selection process. EMD of successful bidder shall be returned after submission of Performance Bank Guarantee.

5.0 Bid Processing Fee- Rs.1,500/- shall be paid to TCIL Online

6.0 Bid Submission

The bidder shall prepare and submit the bid containing following documents;

- I. Earnest Money Deposit of Rs. 15,000/- along with Passphrase Should be submitted physically on or before 09.03.2018 up to 3:00 PM at WAPCOS, Gurgaon.
- II. Technical Bid (Should be submitted online on or before 09.03.2018 up to 3:00 PM at WAPCOS, Gurgaon)
- III. Financial Bid -Format as per Annexure-III (Should be submitted online only on or before 09.03.2018 up to 3:00 PM)

Violation of this will result in rejection of the bid.

The EMD shall be properly addressed to following address indicating the contents, the name of work and the date of opening.

**Additional Chief Engineer (Infrastructure)
WAPCOS Limited, 76-C, Institutional Area, Sector-18
Gurgaon, Haryana, India- 122015
Ph: +91-124-2397391, Fax: +91-124-2399224**

The following instruction needs to be followed:

- The bid must contain the name, address and place of business of the firm submitting the bid and must be duly signed and stamped on each page by the bidder with his usual signature.
- The incomplete bids will be rejected.
- The language used in preparing the bid shall be in English
- In case of any discrepancy in the description in words and figures quoted by bidder, provisions, quantities or rate in schedule of quantity or omission, the CMD WAPCOS will be the final deciding authority with regards to intention of the bid document. The rate quoted in words will be final for evaluation of bid.

7.0 Award of Work

- 7.1 The bidder who does not meet the minimum eligibility criteria as per Para 2 and fails to submit the essential documents as per Para 4 along with the bid shall not be considered for further evaluation.
- 7.2 The Method of Selection is QCBS (80:20).
- 7.3 The Bidder scoring above 80 points shall be qualified for Financial Opening.
- 7.4 Notwithstanding clause 7.1 as above WAPCOS reserves the right to accept or reject any bid and to annul the bidding process and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected bidder(s) or any obligations to inform the bidder or bidder(s) of the ground of action.

8.0 Evaluation Criteria

S.No	Description		Marks
1.	List of projects showing, experience in Preparation of Feasibility Report/DPR/Manual/Construction Supervision in the field of Water Supply/Sewerage/Storm Water Drainage in India / Abroad. (Qualifying Criteria – 70% Marks)		35
	Qualification Requirement	Nos.	
Key Professionals			
2.	BSc./B. Tech Degree in Civil Engg and M-Tech in Environment/Public Health Engineering. with Min. 15 yrs overall experience in Preparation of Feasibility Report/DPR/Manual/Construction Supervision in the field of Water Supply/Sewerage/Storm Water Drainage in India / Abroad. (Qualifying Criteria – 70% Marks)	1	25
3.	BSc./B. Tech Degree in Civil Engg and M-Tech in Environment/Public Health Engineering. with Min. 10 yrs overall experience in Preparation of Feasibility Report/DPR/Manual/Construction Supervision in the field of Water Supply/Sewerage/Storm Water Drainage in India / Abroad. (Qualifying Criteria – 70% Marks)	1	20
4.	Presentation by the Agency/Bidder		20

The number of points to be assigned to each of the above positions shall be determined considering the following sub-criteria and relevant percentage weights:

For all the above positions:

S.No	Description	
1.	General qualifications (General education, training.)	10% marks on Minimum qualification as per Clause 1.2 5% marks on Additional Qualification
2.	Adequacy for the Assignment (experience in the sector/similar assignments)	60% marks on Minimum qualification as per Clause 1.2 15% Marks on Additional Qualification
3.	Specific Experience in Preparation of Manual	10%
	Total	100%

9.0 Opening of the Financial Proposals:

- Financial proposal of the bidders scoring minimum of 70% marks in Technical Bid shall be opened.

10.0 Instructions

- Proposal Document shall be a self-contained one and no reference to any previous submissions will be permitted
- All the pages of the Proposal Document shall be signed and numbered serially e.g. page number 15 of the document containing total 50 pages shall be numbered as 15/50
- If any information in the Proposal is missing or not clearly specified or found ambiguous, it

will be assumed that the tenderer is not in a position to supply/share the information and therefore will be evaluated accordingly

- Proposal Document shall not include any financial conditions and Proposal containing such conditions shall be liable to be rejected.
- Any direct or indirect attempt made to influence WAPCOS in deciding the results of the tender will result in disqualification of the Bidder
- Submission of Proposal, by itself, does not guarantee any consideration for appointment of the firm with WAPCOS and the same shall be governed by the qualifying criteria
- WAPCOS reserves the right to reject any or all Proposal documents without assigning any reason whatsoever.
- If the firm does not commence the Services within the period specified at the time of agreement or fail to deliver the desired results, WAPCOS may, declare this Agreement to be null and void, with a prior notice of one week and services of the firm will be terminated. In case of unsatisfactory performance, WAPCOS shall have the right to terminate the contract and get the work done from open market at the firm's risk and cost.
- WAPCOS is not bound to accept any of the bids submitted and reserves the right to reject or amendments/queries without assigning any reason.

11.0 Termination Clause

In case of unsatisfactory performance by the Bidder, WAPCOS shall be entitled to terminate the contract & set the work done at the risk and cost of the Bidder.

12.0 Settlement of Disputes

The parties shall make their best efforts to settle amicably the disputes, if any, arising out or in connection with this assignment or the interpretation thereof. If a dispute arising between the parties cannot be settled amicably within thirty days the dispute shall be decided by CMD, WAPCOS subject to a written appeal by the Bidder to CMD, WAPCOS whose decision shall be final and binding to the parties hereto.

13.0 Bid Validity

The bid should be valid for 90 days from the date of submission.

14.0 Payment Terms

- The payment shall be back to back and prorate basis, on finalization and approval of Chapters of the Manual and receipt of Payment from MoUD to WAPCOS.

15.0 The Price schedule is enclosed at Annexure-III.

16.0 Bidders Superintendence and Obligations

The Bidder shall intimate the employer within 3 (three) days the name of the authorized person, who will be responsible for all coordination.

17.0 Insurance

- The Bidder shall insure himself against any liability under any personnel compensation ordinance or equivalent prevailing legislation and any modifications thereof, which may be put in force by the government during the continuance of the contract.
- In the event of any loss or damage suffered in consequence of any accident or injury or disease resulting from his work or other person in the employment of the Bidder, the Bidder shall pay compensation to the personnel.

For & on behalf of
WAPCOS Ltd.

**Additional Chief Engineer
(Infrastructure)
WAPCOS Ltd., Gurgaon**

**Annexure I:
PROPOSAL SUBMISSION FORMS
Covering Letter**

[Location, Date]

To:

[Name and address of Client]

Dear Sir,

I/We, the undersigned, offer to provide the Consulting Services for **‘NIT for Engagement of Agency for Review and Updation of Manual on Storm Water Drainage System’** in accordance with your NIT datedWe are hereby submitting our Proposal, which includes desire documents for technical qualification and a Financial Proposal under a separate cover.

I/We hereby declare that we have read the Instructions to Bidder included in the RFP, and abide by the same, and specifically to conditions mentioned in Section.

I/We hereby declare that all the information and statements made in this Proposal are true and accept that any misleading information contained in it may lead to our disqualification.

I/We undertake, if our Proposal is accepted, to initiate the Consulting Services related to the assignment not later than the date indicated in the Data Sheet.

I/We understand you are not bound to accept any Proposal you receive.

Yours faithfully,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address: Contact No.

E-mail id:-

Annexure – II
Technical Bid – CV format of each of the proposed manpower

- 1) Proposed Position
- 2) Name of Firm:
- 3) Name of Staff:
- 4) DOB:
- 5) Nationality:
- 6) Contact Details:
- 7) Qualifications (in reverse order, latest first):

S.No.	Qualification	University / Board	Division	Year of passing

- 8) Membership of Professional Association:
- 9) Other Training
- 10) Countries of Work Experience:
- 11) Language:
- 12) Employment Record:

S.No.	Name of Company	Duration (From – To)	Role / Designation

- 13) Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned
 (For every project following needs to be filled.)

- a) Name of Assignment/job or
- b) project: Year:
- c) Location:
- d) Employer:
- e) Main project features:
- f) Positions held:
- g) Activities performed:

- 14) Certification

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

Place:

[Signature of staff member]

[Full name and Signature of authorized representative]:

Annexure III
Financial Bid Format

Name of work: NIT for Engagement of Agency for Review and Updation of Manual on Storm Water Drainage System

Description	Amount (INR)
NIT for Engagement of Agency for Review and Updation of Manual on Storm Water Drainage System	Lumpsum

1. The rate quoted shall be exclusive of Goods and Services Tax (GST).
2. Total cost of consultancy charges exclusive of Goods and Services tax (GST) in
Rs..... (in figures) and in words
Rupees.....

Authorized Signatory

Name.....

Firm.....

Address.....