

REQUEST FOR PROPOSAL

FOR

PROVIDING PROJECT MANAGEMENT

CONSULTANCY SERVICES FOR

REDEVELOPMENT OF FIVE GARDENS

CHS. LTD. AT

SCHEDULE OF RFP COLLECTION BY BIDDERS, BID SUBMISSION AND OPENING OF TECHNICAL BID

1.	Date of commencement of collecting of RFP	00/00/2025
2.	Last date and time for collecting of RFP	00/00/2025
3.	Last date and time for receipt of Bidder's Bidding Documents	00/00/2025 Till 6:00PM
4.	Date and Time of Technical Bid Opening	00/00/2025 Till 00:00PM
5.	Cost of RFP	Rs. 25,000/-
6.	Earnest Money Deposit Amount	Rs. 2,00,000/-
7.	Place of opening of Bids	Society Office, _____.

TABLE OF CONTENTS

SR. NO.	SUBJECT	PAGE NO.
1.	Introduction to the FIVE GARDENS CHS. Ltd.	4 - 4
2.	Instruction to Bidders	4 - 10
3.	Contact details of FIVE GARDENS CHS. Ltd.	11 - 11
4.	Description and Scope of Work	12 - 16
5.	Important Commercial Terms	17 - 19
6.	Bidders Minimum Qualification Criteria	20 - 20
7.	Annexures A to C	21 - 28

1. INTRODUCTION :

_____ CHS. Ltd., is a residential cooperative housing society registered under the MCS Act 1960 and it's residential building is situated at _____.

The building was constructed in _____ by _____.

2. INSTRUCTION TO BIDDERS

The Bidder is expected to examine all instructions, forms, scope of work, existing property details, property documents, terms and specifications in this RFP. Failure to furnish all information requested in this RFP may result in the rejection of Bidder's bid and will be at the Bidder's own risk.

a. No binding legal relationship will exist between any of the Respondents and Society until execution of a contractual agreement or bidder's unconditional acceptance of Society's appointment letter. The successful bidder appointed by Society will be called Project Management Consultant (PMC).

b. Bidder acknowledges and accepts that Society in its absolute discretion, may apply selection criteria specified in the RFP for evaluation of bids received for short listing / and selecting the eligible PMC. The RFP document will not form part of any contract or arrangement, which may result from the issue of this document or any investigation or review, carried out by bidder.

c. A Bidder will, by responding to Society for RFP, be deemed to have accepted the terms of this Introduction and Disclaimer.

d. Bidders are required to direct all communications related to this RFP to society, through the Society's authorized persons given here.

Name: _____
Mobile: _____

Name: _____
Mobile: _____

Society's Email:

e. Society may, in its absolute discretion, seek additional information or material from any Bidder after the RFP closes and all such information and material provided shall be considered to form part of that Bidder's bid.

f. Bidders should provide details of their contact person, telephone/ mobile no; email and full address(s) to ensure that Society's replies to Bidders could be conveyed promptly.

g. If Society, in its absolute discretion, deems that the originator of the question from (a particular Bidder) will gain an advantage by a response to that question by Society, then Society reserves the right to communicate such response to all Bidders.

h. Queries/ Clarification if any, may be obtained from the Society's Authorized Representative only as detailed below under clause no. 20 - CONTACT DETAILS before the deadline for submission of bids between 00:00 am to 00:00 pm on any working days (Monday to Saturday except holidays).

In case Bidder wishes to meet the Authorized Representative for any query / clarification before the deadline for submission of bids, then Bidder may visit the society office on Sunday between 00:00 AM to 00:00 PM with prior appointment.

i. Society may, in its absolute discretion, engage in discussion or negotiation with any Bidder (or simultaneously with more than one Bidder) after the RFP closes to improve or clarify any response.

j. The Society will notify all short-listed Bidders in writing by mail or by publishing on its website as soon as practicable about the outcome of their RFP. Society is not obliged to provide any reasons for any such acceptance or rejection.

k. Bidders must note specifically that Society reserves its right to reject any bid without providing any reason or may reject all bids and call for fresh bids again.

3. Language of Bid

The bid prepared by the Bidders, as well as all correspondence and documents relating to the RFP between the Bidder and the Society and supporting documents and printed literature shall be written in English only.

4. Submission of Bids

The Tender must be delivered in a sealed envelope. Along with the bid, the title of the work must be superscripted on the envelope. The Bidder's name and address should be on the bottom left-hand corner of the envelope.

The Bidder must properly examine all paperwork and papers, and ALL PAGES OF THE TENDER MUST BE STAMPED AND INITIALISED WITH PERMANENT INK. The Bidder must sign each page of the Tender.

ENVELOPE NO 1: Technical bid: Company profile along with the Annexures format given below, the required supporting documents and E.M.D shall be submitted via DD/ Pay order.

ENVELOPE NO 2: Price Bid: Only price bid should be sealed in envelope No – 02

Both the envelopes shall be properly sealed and submitted separately. The two envelopes should be marked with "Technical bid" & "Commercial bid" respectively on top of each respective envelope. Then, place both these envelopes in a third envelope with the title of the work superscripted on the envelope, which shall also be sealed in the same manner. Bidders shall not use plain envelopes, but should necessarily use their own envelopes printed with their company's name & address on it. The Bidder should submit price bid (as per the format specified by Society) to Society in separate sealed envelope. This is mandatory. The bid may be disqualified & rejected if it is not submitted properly in separate sealed envelope. The Society reserves the right to cancel / reject the bid at the time of commercial evaluation, if the Bidder does not submit their price in the format specified by the Society.

The bid should be addressed to the Society at the following below address & should be submitted on or before the time and day/date mentioned on page 2 of this document.

Society Office,
_____ CHS LTD.,

Bidder willing to obtain acknowledgement for submission of bid envelope, may obtain acknowledgement from Society office.

The bidding document shall contain no interlineations, erasures or overwriting. Society reserves it's right to reject such erroneous and non-compliant bid.

5. Cost of Bidding

The Bidder shall bear all the costs associated with the preparation and submission of bid and Society will in no case be responsible or liable for these costs regardless of the conduct or outcome of the bidding process.

6. Responsive Bidding Document

The Bidder is expected to examine all instructions, forms, terms and conditions and scope of work / technical specifications in this RFP. Submission of a bid not responsive to the RFP in every respect will be at the bidder's risk and may result in the rejection of its bid without any further reference to the bidder.

7. Amendment to RFP

At any time prior to the last Date and Time for submission of bids, the Society may, for any reason, modify the RFP by amendments at the sole discretion of the Society. All amendments shall be informed to all Bidders who has obtained RFP.

In order to provide, prospective bidders, reasonable time to take the amendment if any, into account in preparing their bid, the Society, at its discretion, will extend the deadline for submission of bids.

8. Period of Validity

Bids shall remain valid for **three months** from the date of bid opening prescribed by the Society. A bid valid for shorter period shall be rejected by the Society as non-responsive.

9. Bid Currency

Prices shall be expressed in Indian Rupees only.

10. Last Date and Time for Submission of Bids

Bids must be received by the Society at the address specified in the RFP not later than the specified date and time in the RFP or as extended by the Society. In the event of the specified date of submission of bids being declared a public holiday for the Banks & Institutions and public at large, the bids will be received up to the appointed time on next working day.

11. Late Bids

Any bid received by the Society after the deadline for submission of bids will be rejected and/ or returned unopened to the Bidder, if so desired by him.

12. Modifications and/or Withdrawal of Bids

Bids once submitted will be treated, as final and modification / amendment / update etc. will not be entertained on this. In case of modifications and/or withdrawal the EMD shall stand forfeited.

No bidder should be allowed to withdraw the bid, if the bidder is a successful bidder and Society wishes to appoint them for scope of work specified.

13. Annexures to be submitted

Documents required in Technical Bid Envelope (Sealed Cover):

- i. Bidder's information as per part "I" of Annexure A,
- ii. Past Experience Information as per part "II" of Annexure A.
- iii. Undertaking/Covering Letter as per part "III" of Annexure A.
- iv. And commercial terms / instructions to Bidder.
- v. Minimum Qualification Criteria Check List – Annexure C

Documents required in Price Bid Envelope (Sealed Cover):

- i. PRICED commercial bid – Annexure B

14. Bid Opening and Evaluation.

The Society will open the technical bids, in the presence of Bidders representative who choose to attend, at the time and date mentioned in this RFP, at the address mentioned in section titled "Submission of Bids".

The Bidder or their representatives who are present shall sign register evidencing their attendance. In the event of the specified date of bid opening being declared a public holiday, the bids shall be opened at the appointed time and place on next working day.

In the first stage, only TECHNICAL BID will be opened and evaluated. Bidders satisfying the technical requirements and minimum Bidder Qualification Criteria, as determined by the Society and accepting the terms and conditions of this document shall be short-listed. In the second stage, the COMMERCIAL BID of short-listed bidders will be opened. Society reserve right to accept or reject any technical bid without assigning any reason thereof. Decision of the Society in this regard shall be final and binding on the bidders. The bidders will not be invited for the opening of the price bid.

Commercial bids of those bidders whose technical bids are found suitable by the Society shall only be Opened.

The bids received from interested consultants would be evaluated on the basis of their technical and financial competencies, experience / expertise in similar redevelopment projects. The technical competencies would be evaluated first and only the firms having the requisite qualifying technical competence/ experience/ expertise would be eligible for the financial bid round.

Selection of the bidders will not be necessarily made based on L1 criteria for all technically qualified bidders.

15. CLARIFICATIONS OF BIDS

To assist in the examination, evaluation and comparison of bids the Society may, at its discretion, ask the bidder for clarification and response shall be in writing and no change in the price or substance of the bid shall be sought, offered or permitted.

16. PRELIMINARY EXAMINATION

The Society will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required information has been provided as requested in the RFP, whether the documents have been properly signed, and whether bids are generally in order. The bid determined as not in order as per the specifications may be rejected by the Society.

17. CONTACTING THE SOCIETY

Any effort by bidder to influence the Society in the Society's bid evaluation, bid comparison or contract award decision may result in the rejection of the Bidders' bid. Society's decision will be final and without prejudice and will be binding on all parties.

18. SOCIETY'S RIGHT TO ACCEPT OR REJECT ANY BID OR ALL BIDS

The Society reserves the right to accept or reject any bid and 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 or bidders or any obligation to inform the affected bidder or bidders of the ground for the Society's action.

19. SIGNING OF CONTRACT.

The successful bidder(s) to be called as PMC, shall be required to enter into a Professional Consultancy Service Agreement with the Society, within 7 days of the award of the tender or within such extended period as may be specified by the Society.

20. Contact Details of the Society Authorized Representatives:

Bidders are requested to contact only following Society's elected representatives for any query /clarification. Society will not be responsible for any information obtained by Bidder from any unauthorized person.

Name: _____

Mobile: _____

Name: _____

Mobile: _____

Society's Email: _____

21. DESCRIPTION & SCOPE OF WORK:

PMC SCOPE OF WORK

Broadly scope of work is as listed below.

1. Preparation of Feasibility Report as per Govt. of Maharashtra GR dated 04.07.2019 regarding redevelopment.
2. Preparing tender document for redevelopment & appointment of developer as per Govt. of Maharashtra GR dated 04.07.20219 regarding redevelopment.
3. Services during Execution of redevelopment project starting after formal appointment of developer till completion.

We request PMC to quote for their professional services for each of the above 3 scope separately in the price sheet / format provided in this RFP. Scope listed below is for reference from society's perspective but PMC will include in their scope all additional activities as per their experience for similar projects, which is necessary for successful completion of redevelopment project and to the satisfaction of Society:

STAGE 1

PLANNING STAGE:

1. To procure the documents on behalf of & at the cost of Society, such as Property Cards, CTS Plan, D. P. Remarks, A.E. Survey Remarks, Deed of Conveyance and Other Title related documents, old NMMC/ CIDCO approved plans etc.
2. To conduct survey of the society's Land & Building if required at the cost of the PMC.
3. To derive the carpet area of each flat/shop as per last approved Plan and to finalize the original carpet area of each member of the society as per the last approved Plan of the Society;
4. To prepare Redevelopment Project Feasibility Report and its commercial viability of the project as per the current scenario of U.D.C. Regulations, calculating the existing utilized FSI, Balance FSI (if any), Additional FSI & TDR potential available, along with financial involvement of the proposed Developer, its profitability & viability etc.
5. To suggest, guide "The Society" for deciding the appropriate development proposal.

STAGE 2

TENDER STAGE:

1. To decide & consider on the basic requirements/needs of the members;
2. To jot down the benefits required like a) Extra Area, Additional Space, Parking Space, Amenities Space, b) Finishing products like basic Amenities, Electrical Fittings, Plumbing Fittings and c) Financial benefits like Financial Consideration / Corpus Fund, Alternate Accommodation Charges (Rent), Shifting Charges, Brokerage Charges etc. with the managing committee of the Society;
3. To make the draft tender document and get it approved from Managing Committee and Society Members in SGM.
4. To finalize & print tender document and get the tender notice of redevelopment published in the newspaper; the floating of tender in newspapers will be the responsibility of society & all expenses regarding the same shall be borne by the society PMC
5. To issue Tender Documents;
6. To organize and conduct pre-bid meeting for the participants in tender (If required)
7. To open, verify, negotiate & scrutinize the offers received from the Bidders / Developers;

8. To carry out the scrutiny of the Bids /Offers received against Corpus Fund, Bank Guarantee, Additional Area, Rent, Amenities and any other additional facilities, listing the same in tabulated form and prepare Comparative Report of tender received which is to be given to the Committee for carrying out a comparative study of the same.
9. To carry out study, verify and make due diligence of the financial stability, background and market standing of the Bidder / Builder / Developer as of date and to submit the Financial Analysis along with comparative financial status of the Developers who bids the Tenders for Society's Redevelopment.
10. To prepare and short list best 02 or 03(as the case may be) offers considering various parameters like their offer to the Society in terms of amenities, Corpus Fund, rent etc.; their financial credibility; their reputation in the market, no. of completed projects, etc. with the consent of managing committee.

STAGE 3

PRE-CONSTRUCTION STAGE:

1. To cause the shortlisted Developer to make presentation about their company,
2. To coordinate the site visit of the society to the developer's completed, under construction redevelopment project, to perceive the workmanship of the developer;
3. To submit our assessment report of the pre-qualified / shortlisted Developer to the Managing Committee.
4. To take final offer in detail from short listed Developer;
5. To check with the shortlisted developer regarding all the required statutory compliances of registrations with concerned authorities under Labor Laws, Income Tax Act, GST, RERA etc.
6. To suggest and recommend the Managing Committee for deciding the appropriate developer & its offer and assists the Society in taking the right decision on selection of the Developer for Society's redevelopment project.
7. To attend, assist and supervise the AGM called by the Society for selection and finalization of Developer in the presence of Authorized Representative of Dy. Registrar of Cooperative Societies.

8. To cause Society to issue Letter of Intent (LOI) to qualified Developer;
- A. To coordinate with legal advisor appointed by "The Society" for the preparation of Development Agreement and other related documents;
- B. To coordinate with Society, Qualified Developer and their respective legal advisor and to cause Legal Advisor to prepare the various drafts of Agreements & Documents i.e. Development Agreement, Power of Attorney limited to Development, Alternative Accommodation Agreement, Allotment Letter, Format of Bank Guarantee, Affidavits, Indemnity Bond, Consent Letter, MOU with Successful Bidder or Developer, Appointment Letter from Society to Developer, Possession Letter from Builders to Member, Undertaking from New Member to Society, Developer's Agreement For Sale with prospective Purchaser, and scrutinize & verify the same along with all the parties concerned and their consultants

STAGE 4

CONSTRUCTION STAGE:

1. To cause Successful Bidder / Developer to make/fine tune the proposed plan with FSI calculation along with other layouts;
2. To cause Successful Bidder / Developer's Architects / RCC Consultants to finalize proposed plans and all other layouts such as electrical, plumbing, firefighting pertaining to the proposed building;
3. To cause Successful Bidder / Developer to prepare time schedule (Bar Chart / CPM – PERT) for the timely completion of the proposed construction
4. To scrutinize the proposed plans along with the time schedule prepared by the Successful Bidder / Developer;
5. To keep check on the FSI calculations on Plans of Proposed Building prepared by Successful Developer's Architect and insist on the incorporation of any changes required before submission of the same to the municipal authorities;
6. To scrutinize and verify the approvals; approved plans prepared by the Successful Developer or Bidder and ascertain the same in accordance with Development Agreement.
 - a. To cause the Society / Members to vacate their respective Flats on receipt of all requisite permissions, agreed monetary compensations along with the execution of Permanent Alternate Accommodation Agreement duly stamped and registered.

- b. To have periodical monitoring of construction activity on site in accordance with the approved plans, specifications, standards and approvals in hand.
 - c. To keep the check and supervision on overall monitoring of the Construction Work.
 - d. To check out the deployment of qualified and experienced engineers and site supervisors on full time basis as per the work quantum of site requirement by the Developer.
 - e. To cause Successful Bidder / Developer to keep the records of day-to-day activities on site and submit the same to PMC/Committee Members
7. To check the levels, steel reinforcement, centering, shuttering, scaffolding etc.
 8. To check all related activities like earth work, Piling, RCC, Brick masonry work, joinery, flooring, other civil work, electrical works (internal & external), HVAC and all other items.
 9. To check and calculate all the measurements like FSI calculations and other measurable items of the Project and tally the same with approved and sanctioned plans & approvals.
 10. To check the progress of the project and report the same to Managing Committee periodically.
 11. To ascertain the progress of construction work in accordance with the clauses of Development Agreement & Performance Bank Guarantee and certify the same.
 12. To cause the Successful Bidder or Developer to complete the Project in time.
 13. To check with the Successful Bidder or Developer regarding all the required statutory compliance of registrations of the Successful Bidder or Developer with Concerned Authorities and also cause the Successful Bidder or Developer to take mandatory and necessary insurance policies.
 14. To ensure that all such Licenses, Registrations, Certificates, Policies etc. of the Successful Bidder or Developer will remain valid and in force throughout the execution of project.
 15. To suggest modification (if any) due to site condition and advice the corrective measures / suggestions to Successful Bidder or Developer and Society.
 16. To keep the check on quality and quantity the construction work of the Successful Bidder or Developer. And try to follow the healthy, sound and proper engineering practices on site.
 17. To check the quality of raw material and ensure its quality of approved standard.
 18. To cause Successful Bidder or Developer to test the raw material and maintain the registers / reports of the material tested as per specifications before the it is being used on site. Payment of testing shall be borne by the Developer.

STAGE 5

POST-CONSTRUCTION STAGE:

1. To conduct and attend periodic meetings / discussions about work progress and execution, future planning of works, any other important information / issues/ hindrances, on the site and off the site, and coordinates between & amongst the developer, its allied agencies, Managing Committee and Society as the case may be.
2. To ensure the time line of progress of the project and asses the reasons if the project completion schedule is overrun by the Successful Bidder or Developer and suggest the measures to complete the project if such situation arises.
3. To act upon the situation if the project is overruns.
 - a) To Prepare and submit completion reports and drawings for the project as required.
 - b) To handover all original/photocopies of the sanctions, approvals, permissions, CC, and NOCs such as sanctioned plan O.C. & B.C.C. and other necessary documents to the Society along with the Final As-built Main Architectural drawings to the Society.
 - c) To allot the flats in new building to the existing society members with their consent.
 - d) To allow Developer to allot/occupy his portion of Area to the new intended members / buyers in the new building.
 - e) To issue project completion certificate to Bank & Developer and allow the Developer to release his Bank guarantee.
 - f) To issue the certificate towards completion of Defect Liability Period to Bank & Developer and allow the Developer to get back his retention amount / last retained installment of Bank Guarantee.
 - g) In short, our scope of work is up to completion of the Defect Liability Period of 01 year from the date of developer submitting the occupation certificate to the society, whichever is later.

22.IMPORTANT COMMERCIAL TERMS:

a. Project Schedule

- i) PMC shall submit Feasibility Report on Task 1 within 3 weeks of award of work.
- ii) PMC shall submit draft tender document on Task 2 should be submitted within 2 weeks of intimation to proceed ahead with tender preparation.

To ensure seamless collaboration, we suggest the following:

1. Notice for Committee Meetings: The society committee will provide a minimum of 6-7 days prior notice to the PMC for any Committee meetings related to the Redevelopment project.
2. Notice for SGM/AGM: For Special General Meetings (SGM) or Annual General Meetings (AGM) concerning the Redevelopment project, a notice period of at least 15-20 days will be provided. This advanced notice will ensure that the PMC can participate effectively, contribute meaningful information, and address any queries or concerns accordingly.
3. Redevelopment Meetings with Society: Meetings with the society members specifically focused on the Redevelopment project will be scheduled once a month. This will ensure that all are kept informed of the project's progress, milestones, and any relevant updates.

b. Penalty

PMC should diligently and expeditiously work and submit documents as agreed. In case of delay in submitting Feasibility Report beyond two months and draft Tender document beyond 4 weeks, Society would be free to consider termination of the contract as remedy instead of any monetary penalty. However, Society will inform competent authority about PMC failure for non-compliance and non-performance.

c. PAYMENT SCHEDULE:

Society offers following schedule of payment for consultancy fee payment. For each of the task payment will be made progressively & separately for the fee quoted for that task. All payments will be released after receipt of Proforma Invoice for advance and Tax Invoice for progress payments.

Task 1: Feasibility Report

1. 50% advance payment on acceptance of Society detailed appointment letter
2. 50% after submission of the Feasibility Report to Society.

Task 2: Preparing tender document for redevelopment & selection / appointment of the developer

1. Floating of Tender in newspaper
2. Submission of Comparative Statement.
3. Completion of Site Visits of Developers

Task 3: Services during execution of redevelopment project starting after appointment of developer till completion of the redevelopment

The professional Consultancy fees will be _____% on the total construction cost

The professional fees of the P.M.C. designated by the society shall be paid by the developer to the society in accordance with the payment schedule established by the society. The PMC must present their invoices to society for approval & then the Developer/ Builder shall release the payments for services of the PMC with 18% GST to the society against the bills certified by the society. The developer shall release the certified payment to the society in the form of a cheque, which the society shall subsequently make available to the PMC within 7 days of the submission of the invoice. This clause is mandatory and shall also be included in the development agreement & tripartite agreement.

d. Termination of Contract :

If work of PMC is not as per the Society's expectation, requirement or norms or PMC fails or neglects to perform its obligation as per the PMC Agreement or if any dispute arises about the work or obligation of the PMC then the Society shall have right to terminate the PMC by issuing 30 days' notice to the PMC and upon failure to cure the breach by PMC within the said notice period, Society shall be entitled to finally terminate this Agreement. Upon termination, Society shall be entitled to appoint or engage service of any other PMC without requiring NOC or No Objection from the PMC.

In the event of PMC services getting terminated by the society, the maximum fees payable by society will be restricted to the item of scope of work completed and milestone fees mentioned in the payment schedule till that completed scope of work and no further claim of any nature will be levied by you on the society.

e. Contract not transferrable :

Successful Bidder on award of contract, under no circumstance shall transfer the contract to another PMC. Bidder shall not sub-contract any part of the scope of work to a third party / sub-contractor and Society will not be responsible for any claim of whatsoever nature from any thirdparty / sub-contractor and will not be liable for any payment to such third party / sub-contractor for services rendered by them to the successful Bidder.

23. BIDDER'S QUALIFICATION CRITERIA :

A. Bidders Minimum Technical Qualification Criteria :

1. Bidder shall be Project Management Consultant on the panel of Government / Local Competent Authority.
2. Bidder shall have their office at Navi Mumbai
3. Bidder's firm / company shall comprise of registered Architects.
- * 4. Bidder shall be registered entity as private limited company/ partnership firm/ LLP (Proprietorship firm will not be considered).
5. Bidder shall be registered under GST Act
6. Bidder shall be registered with Income Tax Authority and should have valid PAN.
7. Bidder shall have minimum 15 years of experience & shall have filed IT return to IT Authority for minimum 5 (Five) preceding financial years.
8. Bidder annual average turnover of last 5 (five) financial years shall be minimum 50 Lacs
9. Bidder shall have own engineers employed.
10. Bidder shall be currently executing at least 10 similar PMC redevelopment projects covering all tasks as detailed in the scope of work in this RFP.

Bidders should provide all necessary supporting documents such as the PMC appointment letters from society, completion certificates from society, PMC Agreements with society, occupation certificates of the completed projects, etc. copy duly self-attested with their technical bid to Society as evidence for evaluation and shortlisting/ selection along with checklist as per format in Annexures.

- B. Bidders shall also provide other information EXCEPT PRICE as requested in Annexures B with their technical bid.

Annexures 'A'

PART I: Bidder Information

Please provide following information about the Company (Attach the separate sheet if required):

S. No.	Information	Particulars / Response
1	Company Name	
2	Registered Company's Head Office Address at Mumbai Contact Person(s) Phone E-mail Website	
3	Date of Incorporation (Enclose copy as evidence)	
4	PAN Card number (Enclose copy as evidence).	
5	GST Registration number (Enclose copy as evidence)	
6	Since when offering services as PMC for redevelopment	
7	Lead Architects Registration Number	
8	Government Registration (Enclose copy as evidence)	
9	Provide the range of services offered by you covering service description available for: <ul style="list-style-type: none"> o PMC Consultancy for redevelopment only during execution o Consultancy service for selection of developer o Feasibility Study Any other services (pl specify)	Yes / No / Comments (if option is 'No')
10	Any pending or past litigation (within five years)? If yes please give details. Also mention the details of claims and complaints received in the last three years (About the Company / Services provided by the company).	Yes/No/Comments (If option is 'Yes')

11	Any pending or past Criminal Case on the Firm, Company, Partners, Directors or Immediate family members of the partners/Directors/proprietor as applicable,	Yes/No/Comments (if option is 'Yes')		
12	Please mention turnover for last five years and include the copies of Balance Sheet in support of it.	Fin Year	Turnover	Profit/Loss(-)
		2020-21		
		2021-22		
		2022-23		
		2023-24		
2024-25				
13	Details of job in hand with the documentary proof as per ANNEXURE A Part II			
14	Details of completed projects with the documentary proof as per ANNEXURE A Part II			
15	Details of projects (NMMC/ CIDCO Layouts) with the documentary proof as per ANNEXURE A Part II			
16	Details of single job contract having the maximum plot area undertaken up till now, (attach documentary proof)			
17	Details of organization and manpower employed on regular basis. Provide list of employees and their designations and list of external manpower / associates who work with you on project-to-project basis. Supporting document (Appointment Letters) of all the staff mentioned.			
18	Total Inhouse manpower & their supporting documents like appointment letters			

Signature & Seal of Bidder

NAME & DESIGNATION OF THE AUTHORISED SIGNATORY

PART -- II:

Information on-going projects:

Appoint ment Year	Society Name/Address /Contact person & number	Original Carpet area of each flat	Size in sq mtrs	No. of units before redevelopme nt	Carpet area offered	Stand-alone/ Cluster	Developer	Status of the project

Information completed projects:

Appoint ment Year	Society Name/Address/ Contact person & number	Original Carpet area of each flat	Size in sq mtrs	No. of units before redevelopment	Carpet Area after redevelopme nt	No of units planned after redevelop ment	Stand-alone/ Cluster	Develo per

Information of projects with NMMC/ CIDCO layout:

Appointment Year	Society Name/Address/Contact person & number	Original Carpet area of each flat	Size in sq mtrs	No. of units before redevelopment	Carpet area offered	Stand-alone/ Cluster	Developer

Please use / provide separate multiple sheets to provide complete list of Societies where each of the above service is provided in past.

We confirm that, all the details mentioned above are true and correct and if the Society observes any misrepresentation/ concealment of facts on any matter at any stage of evaluation, the Society has the right to reject the proposal, forfeit the EMD and disqualify us from the process.

We hereby acknowledge and unconditionally accept that the Society can at its absolute discretion apply whatever selection criteria it deems appropriate, not just limiting to those criteria set out in the RFP document for short listing of PMC for **“Providing Consultancy Services for Redevelopment”**

We also acknowledge the information that this bidding document submitted by us is valid for a period of six months, for the short-listing / selection purpose, from the date of expiry of the last date for submission of bid.

SIGNATURE OF VENDOR WITH SEAL

NAME & DESIGNATION OF THE AUTHORISED SIGNATORY

PART – III:

**COVERING LETTER TO BE SUBMITTED BY BIDDER ALONG WITH BID DOCUMENTS
(Under Bidder's letterhead)**

To,
Honorary Secretary/ Chairman,
_____ CHS Ltd.

Sir,

Sub: Our bid for Providing Consultancy Services for Redevelopment of your society building

We submit our Bid Document herewith based on information provided in your RFP.

If our Bid for the above job is accepted, we undertake to enter into and execute at our cost, when called upon by the Society to do so, a contract in the prescribed form. Unless and until a formal contract is prepared and executed, this bid together with and your written acceptance thereof shall constitute a binding contract between us.

We understand that if our Bid is accepted, we are to be jointly and severally responsible for the due performance of the contract.

We understand that you are not bound to accept the lowest or any bid received by you, and you may reject all or any bid; you may accept or entrust the entire work to any PMC without assigning any reason or giving any explanation whatsoever.

Yours faithfully,

Dated at- _____ / _____ day of _____ 2025. For

Signature _____

Name _____

Designation _____

(Authorized Signatory)

Annexure 'B'

Format for PRICED Commercial Bid:

STAGE	TASK	PMC FEES
1.	Project Feasibility Report	
2.	Preparation Of Tender Document, Shortlisting and Finalizing the Developer a) Floating Of Tender Document in Newspaper. b) Submission Of Comparative Chart c) Completion Of Site Visits of Developers.	
3.	The professional Consultancy fees will be _____% on total construction cost plus 18 % GST as applicable.	

Note:

1. Providing commercial proposal other than this format may reject the bid.
2. The rates quoted shall be exclusive of the taxes & 18% GST shall be applicable on the abovementioned basic rate.

Annexure 'C'

Minimum Qualification Criteria check list:

Note: Bidders are to submit documentary proof to establish the qualification of the criteria.

Sr. No.	Criteria	Fulfilling / Not fulfilling	Documentary evidence (provided / Not provided)
1	Panel of Government / Local Competent Authority		
2	MHADA Registration		
3	MCGM Registration		
4	Bidder's firm / company shall comprise of registered Architects		
5	Private company / partnership firm / LLP.		
6	Incorporation Certificate		
7	GST Registration		
8	Registered with Income Tax Authority and should have valid PAN		
9	Min. 10 years of PMC experience in redevelopment projects		
10	IT returns along with balance sheet, Profit & Loss statement, etc. of minimum 5 (Five) preceding financial years		
11	List of Employees & Organization Structure with supporting documents		
12	Annual average turnover of last 5 (five) financial years shall be minimum 50 Lacs		
13	Ongoing redevelopment projects with the scope of all the 3 tasks & documentary evidence		
14	Completed redevelopment projects with the scope of all the 3 tasks & documentary evidence		
15	Redevelopment projects (NMMC/ CIDCO Layout) with the scope of all the 3 tasks & documentary evidence		

16	Details of single job contract having the maximum plot area undertaken up till now, (attach documentary proof)		
17	Any pending or past litigation (within three years)		