

Request for Proposal (RFP)

For

**“Design, Build, Finance, Operate and Transfer of
She-Lounge in Ujjain”**

Volume - I



Ujjain Smart City Limited, Ujjain

December, 2017

**Ujjain Smart City Limited, Ujjain
Mela Office, Kothi Road, Ujjain (M.P.)**

Notice Inviting Tenders

NIT No : USCL/31

Dated: 12/12/2017

Ujjain Smart City Limited invites proposal from reputed firms /Companies for: **“Design, Build, Finance, Operate and Transfer, She Lounge in Ujjain”**

Interested consultancy firms may submit their proposals. Important details are as follows:

S.No.	Event Description	Event Date & Time
1	Cost of Tender Document	Rs. 5,000/-
2	Earnest Money Deposit (EMD)	Rs. 40,000/-
3	Purchase of Tender Start Date	12/12/2017
4	Pre-bid Meeting	27/12/2017 At USCL Office. Time :- 15:00 hrs.
5	Purchase of Tender End Date	10/01/2017 at 17:00 Hrs
6	Financial and Technical Bid Submission End Date (Online)	11/01/2018 at 17:00Hrs
7	Technical Bid Opening Date and Time	11/01/2018 after 17:00 Hrs
8	Financial Bid Opening Date and Time	To be notified

Note: Refer to e-procurement website: www.mpeproc.gov.in for further details.

Executive Director,
Ujjain Smart City Limited, Ujjain

A. Disclaimer

The information contained in this Request for Proposal (RFP) document or subsequently provided to Bidder, whether verbally or in documentary or any other form by or on behalf of Ujjain Smart City Limited, Ujjain is provided to Bidder on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by Ujjain Smart City Limited, Ujjain, to the prospective Bidder or any other person. The purpose of this RFP is to provide interested firms with information that may be useful to them in the formulation of their Proposals pursuant to this RFP.

Information provided in this RFP to the Bidder is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. Ujjain Smart City Limited, Ujjain, accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

Ujjain Smart City Limited, Ujjain, also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon the statements contained in this RFP.

Ujjain Smart City Limited, Ujjain, may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that Ujjain Smart City Limited, Ujjain, is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the Consultancy and Ujjain Smart City Limited, Ujjain, reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by Ujjain Smart City Limited, Ujjain, or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder and Ujjain Smart City Limited, Ujjain, shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

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B. Key Dates

Purchase of Tender Start Date	12/12/2017
Pre-Bid Meeting Date	27/12/2017
Purchase of Tender End Date	10/01/2018 at 17:00 Hrs
Online Bid Submission End Date	11/01/2018 at 17:00 Hrs
Technical Proposal Open Date	11/01/2018 after 17:00 Hrs
Financial Bid Open Date	To be notified

Note: The above Key Dates are indicative, Ujjain Smart City Limited, Ujjain reserves the right to change the Key Dates as per its requirements. In case of any amendment, the responsibility lies with the Bidder to visit www.mpeproc.gov.in regularly and Ujjain Smart City Limited, Ujjain shall have no responsibility for any delay/omission on part of the Bidder.

C. Instruction to Bidders for e-Tendering

Note: Following conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

E-Tendering:

- For participation in e-tendering module of Ujjain Smart City Limited, Ujjain, it is mandatory for prospective Bidder to get registration on website www.mpeproc.gov.in. Therefore, it is advised to all prospective Bidder to get registration by making on line registration fees payment at the earliest.
- Tender documents can be downloaded from website www.mpeproc.gov.in. However, the tender document of those Bidder shall be acceptable who have made online payment for the tender documents fee, as mentioned in brief NIT, without which bids will not be accepted.
- Service and gateway charges shall be borne by the Bidder.
- As per the directions of the Controller of Certifying Authorities, Ministry of Communication and Information Technology, Government of India, a Class III Digital Certificate shall be required to bid for all tenders solicited electronically. If the Bidder does not have such a certificate, it may be obtained from any of the registering authorities or certification authorities mentioned on http://cca.gov.in/cca/?q=licensed_ca.html. Kindly note that it may take at least three-five business days for the issue of a digital certificate. Bidders are advised to plan their time accordingly. Ujjain Smart City Limited, Ujjain, shall bear no responsibility for accepting bids which are delayed due to non-issuance or delay in issuance of such digital certificate.
- If Bidder is bidding first time for e tendering, then it is obligatory on the part of Bidder to fulfill all formalities such as registration, obtaining Digital Signature Certificate etc. well in advance.
- Bidder are requested to visit our e-tendering website regularly for any clarifications and/or due date extension or corrigendum.
- Bidder must positively complete online e-tendering procedure at www.mpeproc.gov.in
- Ujjain Smart City Limited, Ujjain, shall not be responsible in any way for delay / difficulties / inaccessibility of the downloading facility from the website for any reason whatsoever.
- For any clarifications Bidder can visit www.mpeproc.gov.in and held desk contract No. 18002748484 and 18002745454.
- Interested Bidder may attend the free training programme in Bhopal at their own cost. For further queries please contact help desk.

Bidders may please note that EMD Technical Proposal and Financial Proposal must be submitted online. This envelope should be submitted online till date of submission and opening against each tender (as per Key Schedule). Tenders received within specified time (e-tender) shall only be opened on the date/time specified in Bid Data Sheet/Key Dates.

The prospective Bidder will upload scanned self-certified copies of requisite documents as required in e-tendering process. The tenders received without the stipulated EMD and tender cost shall not be accepted. The tender documents fees shall not be refunded.

Tender Fee and Earnest Money Deposit:-

- The Tender fee, as mentioned in the NIT, is to be submitted by Bidder by making Online Payment only against NIT No: As indicated in NIT.
- The EMD of amount, as mentioned in the NIT, is to be submitted by Bidder by making Online Payment only against NIT No: As indicated in NIT.
- No Proposal will be accepted without valid Bid Security/Earnest Money Deposit (EMD) and Tender Document fee paid Online.

Technical Bid: -Bidders must positively complete online e-tendering procedure at www.mpeproc.gov.in. They will have to submit the documents as prescribed in the RFP, online in the website.

- The Technical Proposal will be submitted online as per prescribed format in Bid-Data Sheet. The Technical Proposal shall be opened online on or before the notified date. The Bidder can view the opening date by logging into the mpeproc website.

Price Bid: - Bidder must submit the Price bid document as per the format given in RFP/available Online and upload the same as per instructions therein. **Physical submission of price bid will not be considered and will result in disqualification of the Bidder. No reference of Price Bid should be anywhere mentioned in the Technical Bid. Any Indication of Price Bid in the technical proposal shall result in disqualification of the Bidder.** The price bid of technically qualified Bidders shall be opened online

- Ujjain Smart City Limited, Ujjain, reserves the right for extension of due date of opening of technical bid.
- On the due date of e-tender opening, the technical bid of Bidder, EMD and tender fee will be opened online.
- In case, due date for opening of tender happens to be a holiday, the due date shall be shifted to the same time on the next working day for which no prior intimation will be given.
- Any change/modifications/alteration in the conditions of RFP by the Bidder shall not be allowed and such tender shall be summarily rejected.

The Bidders are advised to regularly visit the website www.mpeproc.gov.in regularly to check for any amendments to the bid document. In case of any bid amendment and clarification, the responsibility lies with the Bidders to note the same from web site of www.mpeproc.gov.in. Ujjain Smart City Limited, Ujjain, shall have no responsibility for any delay/omission on part of the Bidder.

Annexure A: Instructions to Bidders and Bid Data Sheet (BDS)

1. Instructions to the Bidder

1. Introduction	1.1 The Bidders are invited to submit Technical Proposal and Financial Proposal, as specified in the Data Sheet. The Proposal shall be the basis for contract negotiations (if any needed) and ultimately for a Signed Contract with the selected Bidder.
	1.2 The Bidder shall bear all costs associated with the preparation and Submission of its Proposal and contract negotiation.
	1.3 The Client is not bound to accept any Proposal, and reserves the right to annul the selection process at any time prior to award of Contract without thereby incurring any liability to the Bidder.
Disclosure	1.4 Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the Bidder or termination of its Contract
	1.5 Bidder must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
	1.6 Bidder's must disclose if they have been convicted of or are the subject of any proceedings relating to: <ul style="list-style-type: none"> a) a criminal offence or other serious offence involving the activities of a criminal organization, or where they have been found by any regulator or professional body to have committed professional misconduct; b) corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract, with UDED, MC or any other donor of development funding, or any contracting authority; c) Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.
Anticorruption	1.7 A recommendation for award of Contract will be rejected if it is determined that the recommended Bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question; in such cases USCL will declare the Bidder and/or members of the consortium ineligible, either indefinitely or for a stated period of time and Bidders will be

	blacklisted
Only one Proposal	1.8 Bidders may only submit one proposal. If a Bidder submits or participates in more than one proposal, such proposals shall be disqualified. This also prohibits the inclusion of an individual experts, in more than one proposal.
2. Clarification of RFP Documents	2.1 Bidders may request clarification of any of the RFP documents up to a specified number of days before the submission date as indicated in the Bid Data Sheet. Any request for clarification must be sent in writing, including by standard electronic means, to the Client's Representative whose address is provided in the Bid Data Sheet. The Client will respond by standard electronic means within the period specified in the Bid Data Sheet, and will send written copies of the response (including an explanation of the query, without identifying the source of inquiry) to all Bidders who have formally indicated that they intend to submit a Proposal. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure set out under Clause 2.2.
Amendment in RFP Documents	2.2 At any time before the submission of Proposals, the Client may amend the RFP by issuing an addendum in writing, including by standard electronic means.
	2.3 Any addendum will be uploaded on mpeproc website only and will be visible to all the Bidders who have purchased the RFP Document and will be binding on them.
	2.4 To give Bidder reasonable time in which to take an addendum into account in preparing their Proposals, the Client may, at its discretion, extend the deadline for the submission of the Proposals, pursuant to Clause 5.32 and 5.33
3. Preparation of Proposals Language of proposals	3.1 The Proposal and all related correspondence exchanged between the Bidder and the Client shall be written in the English language. Supporting documents and printed literature that are part of the Proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English (if the Language is other than Hindi), in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.
Cost of Bidding	3.2 The Bidder shall bear all costs associated with the preparation and submission of its Proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process
4. Deleted	Deleted
	4.1 Deleted

<p>5. Instructions for submission of Proposal</p>	<p>5.1 These instructions should be read in conjunction with information specific to services contained in the Covering Letter, Data Sheet and accompanying documents.</p>
	<p>5.2 Proposals must be received online before the deadline specified in the Data Sheet/Key Dates to tender. The mpeproc system will automatically be locked at the prescribed time and will not accept any bids thereafter. Bidders are advised in their interest to submit the bids well before the deadline.</p>
<p>Documents comprising the Proposal</p>	<p>5.3 The Technical Proposal should contain all the documents as per the Annexure A in the prescribed format and should be uploaded in PDF format. Price Bid or any such reference should not be included in Technical Proposal. Financial Proposal should contain price bid as per the Bid data sheet in the prescribed format.</p>
	<p>5.4 The Financial Proposals for all qualifying Technical Proposals will be opened online as per key schedule which is tentative and subject to change if required.</p>
<p>Technical Proposal (see Annexure B)</p>	<p>5.5 The Technical Proposal shall contain the following:</p> <p>Section 1- Responsiveness:</p> <p>Covering Letter (in Form Tech B.1); Experience/ Capacity of Firm to undertake tasks including Eligibility Fulfillment with documentary evidence, Service Tax and Income Tax Registration, Empanelment's and Registrations of Bidder etc. (in Form Tech B.4),</p> <p>Section 2 - Technical and Financial Capacity:</p> <p>Certificate of Financial Capability Audited Balance sheets with Auditors Reports for last three years (in Form Tech B.3) Project detail sheets outlining previous experience of the firm in similar projects for each type of category mentioned in Bid Data Sheet completed during the last five years (in prescribed format) (Form Tech B.2);</p> <p>Section 3 - Approach and Methodology:</p> <p>Technical Response including general approach, methodology, work plan, personnel schedule, and qualifications to ToR, including charts and diagrams;</p> <p>Section 4 - Matters not appropriate in any other section:</p> <p>This includes:</p> <ul style="list-style-type: none"> • Letter of Authorization, disclosures, if any; and • Declaration of conflict of interest, if any. <p>Section 5 should not include any promotional material, brochures, etc. An authorized representative of the Bidder shall initial all pages of the Technical Proposal</p>

	Each Section should be properly marked and properly segregated
	5.6 No mention of your financial proposal should be made anywhere in the Technical Proposal, unless specified in the Bid Data Sheet; non-confirmation will result in automatic disqualification of the Bidder's Proposal.
Financial Proposal (see Annexure C)	5.7 The Financial Proposal must be submitted online The Financial Proposal shall contain the following: Section 1: Confirmation of acceptance of Conditions of Contract (Form Fin 1); Section 2: Quote/Pricing as specified in Bid Data Sheet as per prescribed formats (Form Fin 2)
	5.8 An authorized representative of the Bidder shall initial on all the pages and also digitally sign the Financial Proposal.
	5.9 All activities and items described in your Technical Proposal must be priced. For non-material omissions, any activities or items described in the Technical Proposal but not priced shall be assumed included in the prices of other activities or items.
Submission instructions	5.10 Bidders are expected to carefully review the contract provisions attached in the RFP for preparation of their Technical and Financial Proposals.
	5.11 Deleted
	5.12 Bidders are required to submit their Technical Proposals online. Bidders are also required to submit the Affidavit and Authority Letter Online, as specified in the Bid Data Sheet.
	5.13 Bidders are required to submit their Technical Proposals in soft copy online in Adobe Acrobat (PDF) format only, as specified in the Data Sheet.
Proposal prices	5.14 All prices should be valid for the duration specified in the Bid Data Sheet.
Taxes	5.15 All prices quoted should be exclusive of the GST and price structure if specified in the Bid Data Sheet. Applicable Goods and Service tax will be paid over and above.
	5.16 Prices (On Lump-Sum Basis) quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet or Standard Contract Document.
Currency of the Proposal	5.17 Proposal prices shall be quoted in Indian Rupees as specified in Bid Data Sheet

Proposal validity	5.18 Proposals shall remain valid for the period specified in the Bid Data Sheet commencing with the deadline for submission of Technical and Financial Proposals as prescribed by the Client.
	5.19 A Proposal valid for a shorter period shall be considered non-responsive and will be rejected by the Client.
	5.20 In exceptional circumstances, prior to the expiration of the proposal validity period, the Client may request Bidder to extend the period of validity of their Proposals. The request and the responses shall be made in writing. A Bidder may refuse the request. A Bidder granting the request shall not be required or permitted to modify its Proposal.
	5.21 Deleted
Format and Signing of Proposals	5.22 These instructions should be read in conjunction with information specific to the assignment contained in the Letter of Invitation, Bid Data Sheet, Annexure D – Terms of Reference, Annexure E – Standard Contract Documents and other accompanying documents.
	5.23 Deleted
	5.24 Deleted
	5.25 The Financial and Technical Proposal shall be digitally signed and submitted online.
	5.26 If the Financial Proposal is physically submitted the Proposal will be rejected.
	5.27 The Technical Proposal shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation and shall be attached to the Technical Proposal. The name and position of each person signing the authorization must be typed or printed below the signature. All pages of the Proposal, except for not amended printed literature, shall be signed or initialed by the person signing the Proposal.
	5.28 Any inter lineation, erasures, or overwriting shall be valid only if signed or initialed by the person signing the Proposal.
	5.29 Deleted
Sealing and marking of Proposals	5.30 All pages of Technical Proposal Shall be signed by the authorized representative.
	5.31 The Technical Proposal should be properly sealed and marked. Name of Project should be properly marked in inverted commas, Name and Address of Bidder should be mentioned.

Deadline for of Proposals	5.32 Technical Proposals must be submitted online as specified on the Bid Data Sheet/Key dates.
	5.33 The Client may, at its discretion, extend the deadline for the submission of Technical and Financial Proposals by amending the RFP in accordance with Clause 2.2 , in which case all rights and obligations of the Client and Bidder subject to the previous deadline shall thereafter be subject to the deadline as extended.
	5.34 From the time, the Proposals are opened to the time the Contract is awarded, the Bidder should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by Bidder to influence the Client in the examination, evaluation and ranking of Proposals, and recommendation for award of Contract, may result in the rejection of the Proposal.
Late Proposals	5.35 The Client will not consider any Proposal that arrives after the deadline prescribed by the Client for submission of Proposals in the Bid Data Sheet. Any Proposal received after the respective deadline for submission shall not be accepted.
Withdrawal Proposals	5.36 A Bidder may withdraw its Proposal after it has been submitted by following the respective process of WITHDRAWAL under the https://www.mpeproc.gov.in/
	5.37 Deleted
	5.38 No Proposal shall be withdrawn in the interval between the deadline for submission of Proposals and the expiration of the period of Proposal validity specified in the Bid Data Sheet or any extension thereof, except in the case of a request by the Client to extend the Proposal validity.
6. Opening Proposals	6.1 Both Technical and Financial Proposal will be opened online only as per the dates mentioned in Bid Data Sheet/Key Dates.
Opening of Technical Proposals	6.2 The proposal which are 'WITHDRAWN' will be not be opened, and will be recorded for Proposals not to be opened. No Proposal shall be withdrawn unless the corresponding Withdrawal request is made under https://www.mpeproc.gov.in/
	6.3 The Technical Proposals shall be opened online, and the following will be recorded: <ul style="list-style-type: none"> I. The name of the Bidder II. Eligibility of the Bidder

	6.4 Technical Proposals which are rewarded the minimum qualifying marks according to the evaluation criteria provided in Clause 7.7 and 7.8 below shall qualify for opening of Financial Proposals.
Opening of Financial Proposals	6.5 The Financial Proposals of all non-qualifying Bidder will not be opened.
	6.6 Under HCS, all Bidders with qualifying Technical Proposals shall be informed through standard electronic means, of the date for opening of their Financial Proposals Online.
	6.7 All Financial Proposals shall be scrutinized for any non-conformity, and modifications, if any, shall be made in accordance with Clause 7.5 .
7. Evaluation of Proposals	7.1 Information relating to the examination, evaluation, comparison, and post qualification of Proposals, and recommendation of Contract award, shall not be disclosed to Bidder or any other persons not officially concerned with such processes until information on Contract award is communicated to all Bidders.
Undue influence	7.2 Any attempt by a Bidder to influence the Client in the examination, evaluation, comparison, and post-qualification of the Proposals or Contract award decisions may result in the rejection of its Proposal.
Clarification of Proposals	7.3 To assist in the examination, evaluation, comparison and post-qualification of Proposals, the Client may, at its discretion, ask any Bidder for a clarification of its Proposal. Any clarification submitted by a Bidder that is not in response to a request by the Client shall not be considered. The Client's request for clarification, and the response, shall be in writing. No change in the prices or substance of the Proposal shall be sought, offered, or permitted, after the opening of Financial Proposals, except to confirm the correction of arithmetic errors discovered by the Client in the evaluation of the Proposals, in accordance with Clause 7.5 , if required.
Non-conformities, Errors and omissions	7.4 The Client may waive any non-conformity or omission in a technically qualifying Proposal that does not constitute a material deviation.
	7.5 The Client will correct arithmetical errors during evaluation of Financial Proposals on the following basis (if applicable): <ul style="list-style-type: none"> a. if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail. b. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and

	c. If there is a discrepancy between words and figures, the amount in words shall prevail.
	7.6 If the winning Bidder does not accept the correction of errors, its Proposal shall be disqualified and the EMD forfeited.
Evaluation of Technical Proposals	7.7 The Responsiveness (Clause 5.5: Section 1, 3 and 4) of the proposal will be checked for compliances. For all responsive proposals, Technical and Financial Capacity (Clause 5.5: Section 2) will be checked for eligibility (as mentioned in Bid Data Sheet).
Qualification of Technical Proposals	7.8 After the technical evaluation is completed, the Client shall notify through MP-Eproc, Bidderwho's Technical Proposals will be eligible for opening of Financial Proposals Online.
Evaluation of Financial Proposals	7.9 HighestCost based Selection (HCS) method is used: The financial proposals of the Technically Qualified Bidders under clause 7.8 will be eligible for opening on the stipulated dare. The Bidder quoting thehighest positive amount of concession fee to be paid to USCL will be awarded the contract.
	7.10 Deleted
	7.11 Deleted
Client's right to accept any Proposal, and to reject any or all Proposals	7.12 The Client reserves the right to accept or reject any Proposal, and to annul the bidding process and reject all Proposals at any time prior to Contract award, without thereby incurring any liability to the Bidder.
8. Award of Contract	8.1 Prior to the expiration of the Proposal validity period, the Client shall notify the successful Bidder(s), in writing, that its Proposal has been accepted. At the same time, the Client shall notify all other Bidders of the results of the bidding.
Notification	8.2 Until a formal Contract is prepared and executed, the notification of award shall constitute a binding Contract.
Negotiations	8.3 The successful Bidder may be informed (if required) in writing of the date, place and time for negotiations/clarifications, if any. Representatives conducting negotiations on behalf of the Bidder must have written authority to negotiate and conclude the Contract.
	8.4 The successful Bidder will confirm in writing its participation in negotiations and ability to adhere to its Technical and Financial Proposals within five (5) days of receiving the notice in accordance with Clause 8.3 .
	8.5 Negotiation will include only technical capacity, depending on the needs of the Client.

Availability of personnel	8.6 .Deleted
	8.7 .Deleted
	8.8 Failure to meet either of these requirements may result in disqualification.
Signing Contract	8.9 Promptly after notification, the Client shall send to the successful Bidder the Contract and the Special Conditions of Contract (draft attached in this RFP)
	8.10 Pursuant to negotiations, the successful Bidder shall sign, date, and return the Contract, along with necessary supporting documents, to the Client.
	8.11 All formalities of negotiation and signing of contract will be completed within fifteen working (15) days of notification of award.
Start date	8.12 The Bidder is expected to commence the Services on the date and at the location specified in the Bid Data Sheet.

2. Bid Data Sheet (BDS)

1	Name of the Client: Ujjain Smart City Limited (USCL), Ujjain																
2	Method of selection: Highest Concession Fee Quoted based Selection (H1)																
3	Financial Proposal to be submitted together with Technical Proposal: Yes Note: Financial and Technical proposal must be submitted online. . Payments of EMD and tender document fees to made online only. The Financial Proposal shall not be submitted in hardcopy.																
4	Title of Consulting Service is: “Design, Build, Finance, Operate and Transfer, She Lounge in Ujjain”																
5	Client Representative: UJJAIN SMART CITY LIMITED (UMC), UJJAIN Executive Director, Ujjain Smart City Limited, Ujjain MelaKaryalay, Kothi Road, Ujjain (M.P.)																
6	The Cost of Tender Document/RFP – Rs 5000/- should be paid online as per Key Dates through www.mpeproc.gov.in																
7	Pre Bid meeting will be held: Yes (27/12/2017) Bidder shall also mail their Queries on USCL email address in the following format: <table border="1" data-bbox="263 1818 1396 2016"> <thead> <tr> <th colspan="4">Pre-Bid Queries – Tender No – Tender Name</th> </tr> </thead> <tbody> <tr> <td>Bidder Name (Organization) and Address</td> <td></td> <td>Mobile No</td> <td></td> </tr> <tr> <td>Representative Name</td> <td></td> <td>Email Id</td> <td></td> </tr> <tr> <td colspan="4">Queries</td> </tr> </tbody> </table>	Pre-Bid Queries – Tender No – Tender Name				Bidder Name (Organization) and Address		Mobile No		Representative Name		Email Id		Queries			
Pre-Bid Queries – Tender No – Tender Name																	
Bidder Name (Organization) and Address		Mobile No															
Representative Name		Email Id															
Queries																	

	S.L. No	Page No	Section No	Clause No	Actual Clause in the RFP	Clarification Sought / Amendment Requested
	1					
	2					
8	Proposals must remain valid for 120days after the submission date indicated in this Bid Data Sheet.					
9	The Bidders are required to include with its Proposal, written confirmation of authorization to sign on behalf of the Bidder: Yes					
10	Joint Ventures or Consortia or Sub Contracting is Not allowed					
11	<p>Bidders Eligibility Criteria:</p> <p>Basic Eligibility:</p> <ol style="list-style-type: none"> The Bidder should have a registered partnership /sole proprietorship firm and should have a permanent place of business. (copies to be enclosed) Government-owned enterprises in India may participate as a Bidder only if they can establish that they: a) are legally and financially autonomous, b) operate under commercial law, and c) are not dependent agencies of Municipal Corporation (MC), UDED, GoMP, MoUD, Gol. A firm declared ineligible by the Government of India or GoMP or MC or its departments and subsidiaries shall be ineligible to provide consulting services under USCL. Bidder shall provide such evidence of their continued eligibility satisfactory to the Client, as the Client shall reasonably request. The bidder shall have sufficient manpower/staff to implement, operate and maintain the lounges. Company or bidder should have valid GSTIN. Bidder should have valid Income Tax returns for the last three assessment years (i.e. 2014-15, 2015-16, 2016-17) and PAN Card <p>Minimum Technical Capacity:</p> <ol style="list-style-type: none"> The firm should have relevant license like labor license, contractor license etc. for the purpose of taking up She Lounge work in M.P. or any Smart City in India (Copies to be enclosed). Experience of having successfully completed at least one Similar Works during the last 5 financial years. <p>Minimum Financial Capacity:</p> <ol style="list-style-type: none"> Minimum average annual turnover/ Work Completed of Rs. 50, 00,000 (Rupees fifty lakhs only) in the last 3 (three) financial years. The bidder must enclose certificate from Chartered Accountant as a proof of Average Annual Turnover (Refer Annex B from Tech. B-3) <p>Note:</p> <ol style="list-style-type: none"> Similar Works means construction of Café/ lounge/ commercial establishment/ office/ facility center/ with minimum area of 80 sq.m work in a Central Govt. /State Govt. Department / Office or in a PSU with minimum cost of Rs. 20, 00,000 /- under single contract. Bidder must submit Completion Certificate as proof of Experience eligibility conditions 					

	<i>mentioned in point no. 3. Bidder must submit Scanned documents in support of each of the above eligibility conditions. This should be enclosed along with the Technical Bid. Form Tech B.1</i>
12	The Bidders must submit their Technical Proposal and Financial Proposal online on www.mpeproc.gov.in . Note: If financial bid is submitted manually or if financial bid is anywhere disclosed in the technical bid, then bid will be summarily rejected.
14	A Bid Security must be submitted: Yes The amount of the Bid Security is Rs. 40, 000 and the duration for validity of Bid Security is 90 days.
15	Bid Security has to be paid Online through www.mpeproc.gov.in
16	A Performance Security in the form of Bank Guarantee is to be submitted by the winning Bidder upon signing of Contract: Yes
17	If yes, the amount will be Rs 10,00,000 (Rs. Ten Lakh); this may be provided as 100% Bank Guarantee. Bank Guarantee will be made in the name of: Executive Director, Ujjain Smart City Limited, Ujjain and drawn on a Scheduled Commercial / Nationalized Bank with a branch office in Ujjain
18	Tender Purchase Online date and time: 12/12/2017
19	Proposals must be submitted no later than the following date and time: 11/01/2018 at 16:00 Hrs
20	Deleted
21	Expected date for public opening of Technical Proposals: 11/01/2018 at 16:30 Hrs
22	Expected date for public opening of Financial Proposals (if Applicable) : to be notified later
23	Expected date for commencement of services: as per communication from authority
24	Financial proposal is invited on Amount paid to the authority per month during the concessionaire period of the project.
25	For any additional Clarifications please contact the following Office: Chief Executive Officer, Ujjain Smart City Limited, Ujjain MelaKaryalay, Kothi Road, Ujjain (M.P.) Email: ujjainsmartcity@gmail.com

Note:

Bidders meeting all the criteria mentioned in clause 11 of Bid Data Sheet (BDS) will be Technically Eligible. Documental proof of all the criteria mentioned in clause 11 of BDS must be attached along with the formats provided in Annexure B.

Annexure B: Submission Forms

1. Tech B.1: Covering Letter

[Location, Date]

To: [Name and address of Client]

Subject: - **Technical Proposal for [Insert title of assignment]**

Dear Sir / Madam

We, the undersigned, offer to provide Services for **[Insert title of assignment]** in accordance with your Request for Proposal dated **[Insert Date]** and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and a Financial Proposal.

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 case of any declaration, reference to concerned document attached must be made]**.

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.

We confirm that all personnel named in the tender will be available to undertake the services.

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

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:

2. Tech B.2: Project Detail Sheet

Category: <i>[insert similar assignment category as specified under Eligibility and evaluation criteria mentioned in Bid Data Sheet]</i>	
Assignment Name:	Value of the contract (in current INR):
Country: Name of City/ Cities:	
Name of Client:	
Address:	
Start date (month/year): Completion date (month/year):	
Narrative description of Project:	
Description of actual services provided by your staff in the assignment*:	

3. Tech B.3: Financial Capability of Bidder

Name of Bidder	Annual Turnover (from consultancy business)				
	Year 1 2014-15	Year 2 2015-16	Year 3 2016-17	Total	Average

Certificate from the Chartered Accountant

This is to certify that _____ has received the payments shown above against the respective years on account of works actually carried out..

Name of the Audit Firm:

Seal of the audit firm

Date:

Signature:

Name :

Designation:

Note: Attach Audited Balance sheets with Auditors Reports for last years as Documentary evidence in Support

4. Tech B.4: Details of Bidder

Sr. No.	Particulars	Details
1	Name of Firm	
2	Country of Incorporation / Registration <i>(Please attach documentary evidence)</i>	
3	Date of Incorporation / Registration <i>(Please attach documentary evidence)</i>	
4	Registration Number <i>(Please attach documentary evidence)</i>	
5	Registered Address	
6	GST Registration Number	
7	Income Tax Registration	
8	Details of Other Branches (if Any)	
9	Name and contact details of Authorized Signatory <i>(Please attach authorization certificate)</i>	
10	Brief Description of Company Explaining the	
11	Empanelment's of the firms (If any)	
12	Details of individuals who will serve as the point of contact/communication within the company: <i>(Including Designation and Contact number)</i>	

Annexure C: Financial Proposal Submission Forms

1. Fin 1: Confirmation of acceptance of Conditions of Contract

[Location, Date]

To: [Name and address of Client]

Subject: - **Financial Proposal for [Insert title of assignment]**

Dear Sir

We, the undersigned, offer to provide the Services for **[Insert title of assignment]** in accordance with your Request for Proposal dated **[insert date]**. We are hereby submitting our Financial Proposal,

We confirm that we accept the Conditions of Contract provided in the Request for Proposal.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Proposal (120 Days from Proposal Due Date PDD) i.e., **[insert date]**.

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:

2. Fin 2: Financial Proposal Quote (Lump-sum Cost)

Project Title: “Design, Build, Finance, Operate and Transfer, She Lounge in Ujjain”. A Monthly Premium shall be quoted by the bidders to be paid to the authority per unit of Lounge.

S.No.	Services for	Financial Quote ¹	
		in Figures (INR)	in Words
1	Design, Build, Finance, Operate and Transfer of She Lounge in Ujjain		<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

1 Note: Quotes shall be Excluding Goods and Service Tax and including any other taxes, if applicable. In final case the bidder shall give the GST on the quoted price to the USCL.

Authorized Signature **[In full and initials]:**

Name and Title of Signatory:

Name of Firm:

Address:

Contact No:

E mail id:

Annexure D: Terms of reference (TOR)

1. Background

Ujjain Smart City Limited intends to develop smart She Lounges in Ujjain. The Ujjain Smart City Limited seeks for agencies to design, build and operate modular lounge from interested agencies for 3 locations. The project intends to cover public places with high tourist as well as commuter footfall areas. Despite being given the social norm most of the ladies avoid pay and use toilets for various reasons such as instinctive embarrassment, male receptionist, cleanliness issues and anti-social places. Ujjain Smart City Limited hereby invites interested parties/vendors for implementation of the said project in PPP model (DBFOT) for a period of 10 years.

2. Scope of Work

Following activities shall be conducted under the scope of work of this assignment:

Designing of the She Lounge

Design: The agency will design the lounge as per the location provided by the client and will seek for approval for the design from the client.

- a) Area for the lounge shall be between 80sq.m to 100sq.m with the height of 3.6m with BIPV Solar roofing. (A minimum of 80 sq.m is to be constructed with the given facilities of the lounge and the construction may further increase if area of the allotted location (as per USCL) permits.)
- b) The lounge shall be open for vendors to choose the construction material for a robust structure with durability and all weather thermal insulation, with provision of back-lit advertisement space. Vendor can also have space for advertisement inside the lounge. Advertisement would be a source of revenue for the agency.
- c) Lounge should have barrier-free access with skid-free ramp.
- d) Lounge should have at least two proper bi-lingual (Hindi and English) signage.
- e) The lounge should have air conditioned facility and should be well lit with LED lights.
- f) The lounge should have 24X7 power back up.
- g) An information cum facilitation kiosk with a female attendant.
- h) Café will have a smoke-free kitchen and seating area with a capacity of minimum 10-12 persons, kitchen and billing counter with female receptionist. It will be run by female staffs with uniform and Photo ID card so as to maintain the comfort zone inside. This Café would be a source of revenue for the agency.
- i) The lounge should have a baby care enclosure.
- j) The lounge should have facility for clean and hygienic toilets (minimum 4 seats) and Washrooms (minimum 2) with one toilet being designed for differently abled people. The toilets should be cleaned after every use. A minimal charge for the toilet of Rs 5 shall be kept for the first year and then will escalate @10% for every 3 years; same as the premium.
- k) The lounge should have facility for cool drinking water dispenser. This should not be chargeable.
- l) Waiting room with LED TV screens, public announcement and digital display facility, Wi-Fi, music system, seating, wash-basin and mirror for aesthetic requirements shall be provided. Agency shall not charge for Wi-Fi, this would be free service to users.
- m) The lounge should have facility for wheel chair and first aid
- n) The lounge should have facility for adequate number of free mobile phone charging points

- o) The lounge should have facility for automatic fire detection and management system.
- p) The lounge should have racks for magazines and newspapers for the users.

2. Safety, Security and hygiene: To make it a safe, convenient, pleasing and a barrier free place for women the agency needs to maintain the sanity of the lounge. The following measures shall be complied by the agency.

- a) The lounge will be exclusively for ladies. There should be proper womanned security at gate with provision for distress alert button.
- b) Well maintained toilets with deployment of adequate number of fulltime maintenance staffs to clean and maintain the hygiene and cleanliness condition of the lounge and toilets/washrooms.
- c) Provision of Napkin Vending machines and Novelty shop for ladies. A Napkin incinerator should also be installed in each of the lounges. This should be made available at a nominal cost.
- d) The lounge should have at least two proper bi-lingual (Hindi and English) signage
- e) Provision of dustbin, along with disposable carry bags, inside as well as outside the lounge. The dustbins should be of two types. Green colour bin for segregate organic waste such as food left overs, papers and other bio degradable waste. And a separate Blue colour bin for inorganic wastes such as plastic, bottles, etc.
- f) Automated and secure door locks to ensure the security of the users.
- g) Automated head counting machine and CCTV units for monitoring movements inside and outside the lounge.
- h) The café should maintain the standards of food as per the FSSAI guidelines.
- i) The Campus shall have an ATM machine.

3. RevenueStream for Concessioner:

- User Fee for Toilet
- Income from Lounge/ Café
- Income from CRS / Advertisement etc.

4. Payment Terms

The financial proposal must be submitted in terms of monthly amount to be paid by the bidder to the client after the commissioning of the project. The annuity quoted shall be in positive. The bidder shall furnish the following financial form. The monthly amount to be paid shall start from after the completion of first 6 months of the contract agreement.

Item	Monthly Premium to made by the bidder in INR (in figures and in words)
Year 1	In Amount (on word)

The Payment shall be revised @10% every 3 years for the concession period.

5. Reporting

The Agency shall submit the usage information along with **users' feedback report** of the She Lounge to the client every month.

6. Service LevelAssessment (SLA)

S. No.	Assessment Criteria	Benchmark	Consequences

1	Days of operations	The lounge shall function minimum of 28 days every month.	Rs 10000 per day shall be forfeited for the number of non-functional days
2	Operation of toilet and vending kiosk	The toilets in the lounge shall be functional all the time and in no condition the vending kiosk should function without the functioning of the lounge.	Rs 10000 shall be forfeited per day if such operation is observed.
3	Operation timings	The operational timing for the lounge shall be functional from 6 AM to 10 PM every functional day.	Rs 5000 shall be forfeited per day if the operation hours are less than the benchmark.
4	Maintenance	All the component as specified in the Terms of reference shall be functional	Rs 10000 shall be forfeited for every non-functional component every month.
5	Cleanliness	Toilets shall be checked and cleaned after every use.	Rs 5000 shall be forfeited per day if the feedback on cleanliness is negative for more than 10% of the users. (Rating 1 & 2 out of 5 shall be considered as negative)

***Note:**

1. The Selected Concessioner shall submit the formats for measurement of Service Level Assessment (SLA) for Approval to USCL before commencement of Services. The SLA shall be monitored in the approved format of USCL.
2. Exception may be considered with prior notice and approval of the client.

Annexure E: Draft Concession Agreement