



REQUEST FOR PROPOSAL

Architectural and Engineering Services

Urmul Natural Dyeing Cluster

Urmul Trust

A project in partnership of IMEDF & Ministry of MSME, GoI

Dated: 1st August, 2020

1st August 2020

Dear Madam/Sir,

Subject: Request for Proposal (RfP) for Design – architectural & engineering – services for developing a Common Facility Centre at Urmul Natural Dyeing Cluster programme headquarter in Bajju, Bikaner (Rajasthan)

With the subject aforementioned,

1. Urmul Trust plans to procure the services of an experienced architectural firm or consultant, to design a common facility center covering a cumulative area of 5000 sq ft (covered & semi covered)
2. Through this RfP and its related annexes, Urmul Invites proposal for providing the requirements as defined in these documents.
3. In order to prepare a responsive proposal, you must carefully review, and understand the contents of this document.
 - I. This letter and the included Proposal Instruction Sheet (PIS)
 - II. Introduction
 - III. Scope of Work
 - IV. Proposal Format
 - V. Selection of Proposal
 - VI. General Condition
 - VII. Submission Checklist

I. PROPOSAL INSTRUCTION SHEET (PIS)

3.1	Deadline for Submission of Proposals	Date and Time: 25 August 2020; 05.00 pm City and Country: Bikaner, India This is an absolute deadline, proposals received after this date and time will be disqualified.
3.2	Manner of Submission	Personal Delivery/ Courier Mail/ Registered Mail Electronic submission of Proposal
3.3	Address for Proposal Submission	Proposals must be submitted either through Indian post (address in a sealed envelope), or, electronic submission of Proposal POSTAL ADDRESS Urmul Natural Dyeing Cluster, Urmul Trust, Near Roadways Bus Stand, Bikaner, 334001, Rajasthan Email: procurement@urmul.org
3.6	Proposal Validity	90 days Period commencing after the deadline for submission of proposals
3.6	Contact address for requesting clarifications	Requests for clarification shall be submitted 7 days before the deadline for submission of the proposal. Requests for clarification should be addressed to the e-mail address: procurement@urmul.org Proposers must not communicate with any other personnel of Urmul Trust regarding this RFP.
The Proposer will be selected based on the Evaluation Methodology and Criteria indicated in Annex . This letter is not to be construed in any way as an offer to contract with your organization.		

Sincerely,

Rampal Bishnoi
Head – Administration

II. INTRODUCTION

A. About the project

Urmul Trust is promoting the development of Urmul Natural Dyeing Cluster in the western Rajasthan district of Bikaner, with the support of IMEDF, New Delhi, and Desert Resource Centre. The grant for the entire intervention is coming from Ministry of MSME under its SFURTI scheme. The objective of this three-year programme is to:

- A. Supplementing the incomes earned by 500 artisans through organized production of high value handmade nautical artefacts.
- B. Setting up of a state of craft facility for the processing, value addition and premium marketing of handmade products to create jobs and boost local economic development.
- C. Develop necessary institutional and governance support systems for facilitating the organized, holistic and sustainable development of the cluster.

Through this proposal, Urmul Trust, seeks an experienced architecture firm or individual consultant to design and provide development stage support to the construction of Common Facility Centre (CFC), at the programme location – Urmul Natural Dyeing Campus, Bajju, Block Bajju, District Bikaner, Rajasthan,

B. About Urmul Trust

In the last 35 years, Urmul ecosystem has worked in the desert region of Rajasthan, on a wide range of socio-economic development themes driven by partnerships. These partnerships are with communities, changemakers, facilitating agencies, governments and other stakeholders. Urmul Trust works on participatory, lasting, cost effective and high impact interventions covering a wide range of themes, and addressing 13 SDGs. Teams at Urmul have managed large-scale interventions on livelihoods – farm & non-farm, education, health, girl child, NRM and disaster mitigation. Spread in three verticals - capabilities, rights, and, social businesses - our work reaches out to over 2000 villages.

III. Scope of Work

A. Project Details

Construction of a Common Facility Centre building at the Urmul campus in Bajju. The proposed Common Facility Centre (CFC) shall include administrative unit, design unit, dyeing unit, warehousing facility along with a training Centre. A total built area of 5000 sq. ft is envisioned shall include (not exhaustively) the following:

1. Multipurpose administrative block for office, design and production teams. A working space for 35-50 artisans and process managers.
2. A dyeing unit block for various dyeing purposes like dye concentrate making, dyeing area, block-dyeing hall
3. Storage area for different storage functions of the CFC
4. Training centre block
5. Guest rooms for outstation trainers, practitioner
6. Water storage- Ground level water reservoir, underground rainwater and supplies water storage
7. Utilities space

B. Package of services required:

The intent of this RFP is to have the firms/individual consultant under consideration specifically address the services required and provide a well-considered price proposal for those services.

Urmul Trust is looking for a "turnkey" approach, where the architecture firm will provide the following (not listed in order of preference):

1. A conceptual plan for the building, incorporating the latest thinking in the field concerning office, industrial and training spaces requirements.
2. Recommendations relative to the installation of different building systems (e.g., cooling systems, heat pumps).
3. Specific conceptual drawings and detailed engineering and construction drawings that will serve as the basis for both bidding and construction by a general contractor.
4. Special focus on desert specific green and sustainable architecture and a highly energy efficient building with enhanced built environment and extensive use of local building material.
5. Help with selection of construction firms that should be given an opportunity to bid on the project based on their reputation for quality, their experience, their reputation for on-time and on-budget performance, and their financial credibility.

6. Support in preparation of necessary bid documents to be sent to construction firms for the project.
7. Review of the bids received to assess the relative merits of each and assist the selection committee with recommendation (unbiased & very objective) in awarding the contract.
8. Regular site observations of the contractor and subcontractors during the construction phase, and sign off on construction drawings to assure that scheduled payments are made, with appropriate holdbacks, when predetermined work has been completed.
9. Final sign-off on the project, assuring that the final project represents what was originally conceptualized and captured in the working drawings.
10. This project is expected to be completed by February 2021.

C: Site Location

Urmul campus
Near Grid sub-station, Bajju village, Bikaner, Rajasthan

D: PRE-QUALIFICATION

1. To be considered as eligible to submit a Proposal, Bidder must be legally licensed.
2. Architect/Engineer must have demonstrated prior experience in designing housing in accordance with applicable codes, standards, rules and regulations.
3. Bidder must have a minimum working experience of 5 years
4. Is willing to visit the site and spend working days in rural setting, and can commit field time of a minimum of 45 days spread throughout the project.

IV. Proposal format:

There will be two part to the proposal. A technical and a financial proposal must be submitted separately. Both should be submitted separately duly signed off by bidder.

Part 1: Technical Proposal

As this proposal covers new construction and renovations and additions to an existing building, please answer the questions providing information to support new construction, additions, and renovations.

- 1. Provide the following information:**
 - Legal Name of Firm/Consultant
 - Complete address
 - Contact person
 - Telephone number
 - Internet address
 - E-mail address
 - Tax registration (PAN, GST)

- 2. Provide a General Statement of Qualifications that responds to the project background information given above.**

- 3. Rural infrastructure – specific experience of facilities development in desert landscape**
 - Submit a list of all desert-landscape projects you've undertaken or are currently in progress

- 4. For your last three projects, provide the following:**
 - Name of project
 - Client contact

- Total project budget

5. Special Design Concerns

- Explain how you/your firm ensures developing a green and sustainable building, ensuring higher efficiency in the construction as well as built environment.
- Efficient energy usage is a major concern of the organization. Describe how you/your firm incorporates this aspect of design into its work. Provide examples.

6. Architectural/Engineering Service

- Provide information on your current workload and how you would accommodate this project.
- Describe in detail the process you would follow from schematic approval through approval of the final design.
- Describe the types of problems you have encountered on similar projects, and explain what you did to resolve the problems and what you would do differently to avoid such problems on future projects.
- Describe how your firm can add value to this project and the process and include examples of situations from comparable projects where the owner realized tangible value

Part 2: Financial Proposal

The components comprising the total price must provide sufficient detail to allow Urmul Trust to determine compliance of proposal with requirements as per TOR of this RFP.

It is to be noted the break-up of price quoted will not influence the evaluation/selection of the proposer. For evaluation/selection, only the total price quoted will matter.

The financial proposal must be duly signed and stamped. The financial

proposal must include, but not necessarily be limited to, the following documents:

- a. Provide information on your preliminary fee structure based on the scope indicated above, including anticipated reimbursable costs.
- b. Submit a schedule of hourly rates by employee classification, including terms and rates of overtime for additional work if requested.

V. Selection of Proposal:

Urmul Trust reserves the right to reject any and/or all Proposals when such rejection is in the interest of the project and the organisation to reject Proposal of Bidder who has not met the prerequisites of the bid proposal, who has previously failed to perform properly or complete on time contracts of a similar nature; and to reject proposal of Bidder who is, in the opinion of the selection committee, in a position to perform the contract. Urmul Trust also reserves the right to waive any information and technicalities in bidding.

Contract will be awarded on the basis of five factors which are described below. Each factor will be rated and the contract will be awarded (unless all bids are rejected), under normal circumstances, to the bidder receiving the highest number of points. Points will be awarded for Bid Proposals exceeding the minimum standards as described in Bidder's Pre-Qualifications. Urmul Trust selection committee reserves the right, however, to award contract to its best interest.

Price = 30 Points. The highest number of points in this category will be given to the lowest responsible bid price.

Capacity = 30 Points. Points will be awarded on the basis of prior experience in performing similar work produced in each of the previous three years; technical and financial resources involved; record of the past job performance.

Rural & Desert Infrastructure Experience = 20 Points. Points will be awarded on the basis of experience of the bidders in working in desert & Rural context.

Green & sustainable architecture= = 20 Points shall be awarded for innovative, green and sustainable architecture experience

VI. General conditions:

- A) Each bidder shall carefully examine Bidding Documents and all Addenda or other revisions and thoroughly familiarize himself with the detailed requirements prior to submitting a proposal. Should a bidder find discrepancies or ambiguities in, or omission from Bidding Documents, or should he be in doubt as to their meaning, he shall, at once, and in any event not later than seven (7) days prior to bid date, notify the procurement team at Urmul Trust, who will send written addenda to all bidders. All Addenda sent to bidders will become a part of the Contract Documents. All questions during the bid period shall be directed in writing to **Mr. Rampal Bishnoi**, Head – Procurement Committee, procurement@urmul.org.
- B) Interpretations, corrections and changes of the bidding documents made in any other manner will not be binding, and bidders shall not rely upon them.
- C) Changes or corrections may be made in the bidding documents after they have been issued and before bids are received. In such case, a written addendum describing the change or correction will be issued by the owner to all bidders. Such addendum or addenda shall take precedence over the portion of the bidding documents. Except in unusual cases, an addendum will be issued to reach the Bidder at least three days prior to the time for receiving bids. Bidders shall acknowledge receipt of all addenda on the Proposal form in the space provided.
- D) Prior to submitting a Proposal, each bidder shall examine and thoroughly familiarize himself with all existing conditions including all applicable laws, codes, ordinances, rules and regulations that will affect his work. Bidders shall visit the site, examine the grounds and existing buildings, utilities, and roads, and shall ascertain any reasonable means all conditions that will in any manner affect work. Bidders shall ask the owner for any additional information deemed necessary for them to be fully informed as to exactly what is to be expected prior to submitting a Proposal. The inspections of the site, and represent an essentially accurate indication of the physical conditions of the site. This, however, shall not relieve the Bidder of the necessity for fully informing himself as to the existing physical conditions.

- E) The instructions to bidders are identified as part of the contract documents, which, in their entirety, describe the job by title as: **Architect for Natural Dyeing CFC**

- F) During the programme tenure, all documents furnished to any person, under any conditions, remain property of the Urmul Trust, and shall immediately be returned upon request and, in any case, no later than fifteen (15) days after receipt of Proposals.

- G) In general, all the financial rules of Urmul Trust and the compliances under the SFURTI guidelines for the project shall be applicable overarching to all the contractor & sub-contractors, thereof.

VII: SUBMISSION CHECKLIST

For submissions by courier/ mail:

Outer envelope containing the following forms:	
• Proposal Submission Form	
• Technical Proposal	
• Financial Proposal	

For email submissions:

Technical Proposal PDF sent to the technical e-mail address specified in the Invitation Letter includes:	
• Cover letter	
• Financial Proposal duly signed	
• Technical Proposals including all the support documents (plans, illustrations etc)	
• All the relevant proof of pre-qualification/eligibility	

Please check-off to confirm the below:	
MODEL FORM OF CONTRACT HAS BEEN READ AND UNDERSTOOD	
THE GENERAL CONDITIONS OF THE CONTRACT HAVE BEEN READ, UNDERSTOOD, DULY REVIEWED BY A LEGAL ENTITY FOR MY ORGANIZATION’S ABILITY TO COMPLY AND ACCEPT ALL TERMS.	