REQUEST FOR PROPOSAL (RFP)

EMPANELMENT OF PROPERTY CONSULTANT
FOR SOURCING RESIDENTIAL PROPERTIES IN MUMBAI ON LONG TERM LEASE BASIS.

RFP No: IPRCL/MUMBAI/GENERAL/2017/LEASE/001/RFP

Issued by:
INDIAN PORT RAIL CORPORATION LIMITED
(A Government of India Enterprise)
4th Floor, Nirman Bhavan,
Mumbai Port Trust Building, M.P.Road,
Mazgaon (E), Mumbai-400010
Ph.No.: 022–66566335 Fax No.: 022–66566336
Email id: iprclmumbai@gmail.com

JANUARY 17, 2017
REQUEST FOR PROPOSAL (RFP)- EMPANELMENT OF PROPERTY CONSULTANT FOR SOURCING RESIDENTIAL PROPERTIES IN MUMBAI ON LONG TERM LEASE BASIS.

1. **About Indian Port Rail Corporation Limited (IPRCL):** In order to stimulate overall growth of port sector and contribute to economic growth of country, the Government of India has established a Special Purpose Vehicle (SPV), namely Indian Port Rail Corporation Ltd. (IPRCL) in the Ministry of Shipping as a joint venture company between the Major Ports under Ministry of Shipping and Rail Vikas Nigam Limited (RVNL) under the Companies Act 2013. The purpose of the company is to provide efficient rail evacuation system to major ports and thereby enhance their cargo handling capacity, efficiency and throughput. The company would undertake projects involving last mile connectivity to Major Ports, modernization of evacuation infrastructure in Ports, operate and manage internal Port Railway System and raise financial resources for funding port related Connectivity Projects.

2. IPRCL is working on possibility of engaging Property Consultant (PC) for providing services for sourcing of leased residential premises in Mumbai on rental basis for its Senior Officers. Accordingly you are requested to respond to this RFP. You must note that this RFP is neither an offer nor does it constitute any binding, obligation or commitment on IPRCL. This RFP is only a document that invites you to, on a non-exclusive basis, express an interest, with no obligation, binding, commitment or liability of any manner devolving on IPRCL, either on account of the issue of this RFP to you, or upon receipt of any response from you thereto, or any meetings or presentations made.

3. Please note that the information provided in the RFP is strictly confidential and by accepting this RFP, you undertake, not to, in any manner use any part or the whole of the information, directly or indirectly learnt, for any other purpose, other than for conducting work for IPRCL (if an agreement for such work is executed between You and IPRCL).
4. Property Consultants shall be appointed in Mumbai.

5. **Proposal Validity:** The Proposal shall remain valid for acceptance by IPRCL for a period of 90 days from the last date of submission of proposals. In case of need IPRCL may request the Applicants to extend the period of validity of their proposals on the same terms and conditions and the Applicants shall have the right to refuse such further extension.

6. **Pre-bid Conference:** A pre-bid conference will be held on **February, 2\(^{nd}\) 2016 at 15:00 HRS** at: **Conference Room of IPRCL Office**, 4th Floor, Nirman Bhawan, Mumbai Port Trust Building, M. P. Road, Mazgaon (East), Mumbai - 400 010.

7. The bidders should send their comments and suggestions before the date of pre-bid conference. The suggestions may be sent to iprclmumbai@gmail.com.

8. The details of the RFP are as follows:-

A) **Envelope-A: Part-I (Technical Proposal):**

   Covering letter on firms letterhead (duly signed and stamped) mentioning following documents attached including page numbers;

   i) List of Corporate Customers including Government, PSUs, Financial Institutions, Government autonomous bodies, reputed listed companies, MNCs.

   ii) Experience (No. of years) in the said business.

   iii) Financial balance sheet and other documents of past 3 years

   iv) References of at least 2 major Corporate Customers

   v) Infrastructure of the firm, including number of offices, location, address number of employees, management

   vi) Details of key members of the team- Account Manager proposed for IPRCL’s work with escalation Matrix.

   vii) Submission of details of Approximate License fee (rents) of various societies in the given localities.

   viii) Any other information which may help decide such appointment
B) **Envelope-B: Part-II (Financial Proposal):**

   i) Fees/Charges per deal including all incidental charges.
   
   ii) Applicable taxes.

9. **The procedure for submitting bids:**

   Above mentioned Envelope-A & Envelope-B should be clearly marked on top and properly sealed. Both envelopes should be properly kept in single envelope (Enveloper-C) which is superscripted as "REQUEST FOR PROPOSAL (RFP)-EMPANELMENT OF PROPERTY CONSULTANT FOR SOURCING RESIDENTIAL PROPERTIES IN MUMBAI ON LONG TERM LEASE BASIS" and addressed to the Managing Director, Indian Port Rail Corporation Limited, 4th floor, Nirman Bhawan, M.P.Road, Mazgaon (E) Mumbai-400 010.

10. The sealed envelopes should be submitted to the office of the Managing Director, Indian Port Rail Corporation Limited, 4th floor, Nirman Bhawan, M.P.Road, Mazgaon (East ) Mumbai-400 010 on or before 2nd March up to 15.00 Hrs. The Technical Bids will be opened on the same day at 15.30 Hrs.

11. No Bids will be accepted in unsealed condition.

12. **Evaluation of the offers received:**

   On scheduled date of opening of RFP document, Envelope C & Envelope-A i.e. Technical proposal will only be opened and verified as per requirement. The Technical Proposal received will be evaluated as per Annexure III attached. Envelope-B of all bidders shall be sealed in one Envelope in front of bidders/their representatives.

13. If Bidder gets more than 70% score in Technical Evaluation, then only the Envelope-B i.e. Financial bid will be opened. The date of the same will be intimated afterwards.

14. In case of unsuccessful firm in Envelope-B, the sealed Envelope-B containing the Financial bid will not be opened, but will be returned back treating it as invalid.
15. Any decision in regard to your proposal will be at the sole discretion of IPRCL and it is not obliged to give you any reasons for any decision that IPRCL may take.

16. This RFP is not an offer or contract, IPRCL reserves the right, at its discretion to make no selection. All expenses incurred by you as a result of responding to, or further to this RFP, are to your account and IPRCL will not be liable in this respect whatsoever.

17. We would request you to make a brief presentation in-person. The venue, date and time for which would be communicated to you.

18. “Terms & Conditions” are as per Annexure I.

19. “Scope of Work” is as per Annexure II.

20. “Evaluation of Bids” is as per Annexure III.
ANNEXURE - "I"

TERMS AND CONDITIONS

1. The residential flats are required in Mumbai with carpet area as detailed below (excluding covered/underground parking area, if any) on initial leave & license/lease of 3 years and renewable thereafter for accommodation of its Officers including other requirements as mentioned below:

<table>
<thead>
<tr>
<th>Sr No</th>
<th>Flat Type</th>
<th>Requirement in Numbers</th>
<th>Carpet area (Sqft)</th>
<th>Parking Space per flat</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Type A</td>
<td>4</td>
<td>1200-1500</td>
<td>2 Cars</td>
</tr>
<tr>
<td>2</td>
<td>Type B</td>
<td>4</td>
<td>700-1000</td>
<td>1 Cars</td>
</tr>
</tbody>
</table>

2. The premises having following minimum amenities / facilities and features will be preferred:-

i) The building in which the flats are offered should be located in areas 5 to 20 kms from IPRCL’s Mazgaon office i.e from Wadala upto Andheri / Powai/ Ghatkopar.

ii) The building offered should be a completely constructed building and suitable for residential use.

iii) The Building offered should be located in the vicinity of main roads and should be well connected with public transport.

iv) The building should have valid Occupation Certificate issued from the Competent Authority.

v) The flat offered should have legal water connection, electricity connection, etc.
vi) The building having elevators with back up DG facility will be preferred.

vii) The lease may be extended for further period on mutually agreed terms, if required by IPRCL

viii) There should be adequate natural lighting in the campus/compound.

ix) There should be adequate cross-ventilation.

x) The building should have adequate fire safety measures and security measures as per legal requirement.

xi) The building should be a Municipal Corporation approved building that should meet safety norms for earthquakes resistance. The property should be insured against all types of damages during the entire period of contract.

xii) The premises should have suitable uninterrupted power supply for operations & common area lighting.

xiii) The building/s should have prescribed parking space for each rented flat.

xiv) All building services such as Lifts, Power supply, Plumbing, Sewerage shall be fully operational at the time of submission of the offer by the bidder.

xv) All internal walls should be painted with good quality plastic emulsion paint at the time of handing over the premises to the IPRCL.

xvi) There should be good club/recreation facilities in the society.

xvii) Minimum 3 alternatives should be provided for each house requirement.
ANNEXURE - "II"
SCOPE OF WORK

1) **Understanding of the brief from IPRCL.**
   i) To source premises and short list as per the requirement.
   ii) To send the short listed apartments to IPRCL who in turn will confirm and schedule visits of the apartment along with the user.

2) **Short listing options with comments & Negotiations with Owner**
   i) To obtain proposal of short listed apartments from owner/s on completion of visits and send the same to IPRCL along with their comments, market comparisons report and their recommendation on the pricing.
   ii) On confirmation received from IPRCL on the Users final preference to arrange a meeting with the owner and IPRCL to discuss and negotiate the commercials.

3) **Assistance in completion of Documentation:**
   i) To follow up with the Owner and obtain the Final proposal and send it to IPRCL for review and issue of the LOI and Draft Agreements.
   ii) To obtain the Owners signature on the LOI and collect the Ownership documents including PAN card/ Vendor Enrolment form and hand it over to IPRCL.
   iii) To follow up with the Owner on the agreement/s draft as well as any further requirement of Ownership documents as required by the IPRCL.

4) **Finalization of Agreement and Assistance in Stamping & Registration.**
   i) To arrange for printing and stamping of Agreements, on confirmation from IPRCL.
   ii) To arrange to obtain signatures of Owners and send the same to IPRCL for signing by IPRCL Branch/ Group Entity authorised signatories.
   iii) To arrange for the date of Registration of Agreement and Communicate to the Owner and IPRCL.
iv) To accompany Owner and IPRCL Branch/ Group Entity authorised signatories to the Registration Office on the said date and organize smooth completion of Registration.

v) To follow up with the Registration Office and arrange to obtain the Original Agreement duly registered. Arrange for a Notorised copy and hand over both the Original and Notorised copy to IPRCL.

vi) To handover the Security deposit cheque to the Owners on signing of the agreements and collect the keys to the apartment.

5) Assistance in Moving in / shifting formalities and Ongoing Coordination:

i) To coordinate with the User and Owner/ Owners Representative

a) For shifting/ moving into the apartment.

b) In case of any other works to be carried out/ requirements of the user during the term of the Leave & License / Lease agreement.

c) In obtaining the Police Verification for occupying the premises.

ii) To issue a Satisfactory Quality Certificate which will be signed by user when he is satisfied with the overall working condition of the premise. This certificate will be signed by the user within one month of possession.

6) Assistance in Renewal and Termination of the Leave & License / Lease Agreement.
### ANNEXURE - "III"
### EVALUATION OF TECHNICAL BID

Technical scores of bidders will be evaluated on the basis of following:

<table>
<thead>
<tr>
<th>S.NO.</th>
<th>CRITERIA</th>
<th>MARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>List of Corporate Customers including Government, PSUs, Financial</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Institutions, etc with references of at least two major Corporate Customers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Two Corporate Customers</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>One Corporate Customer</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>No Corporate Customer</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td><strong>Sub total</strong></td>
<td><strong>20</strong></td>
</tr>
<tr>
<td>2.</td>
<td>Experience: No of Years in said business</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Five years or more</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Three years or more</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Less than three years</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td><strong>Sub total</strong></td>
<td><strong>20</strong></td>
</tr>
<tr>
<td>3.</td>
<td>Financial Turnover of past 3 years (Average) from Property Consultancy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(INR)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>One crore or more</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>50 lakhs or more</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Less than 50 lakhs</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td><strong>Sub total</strong></td>
<td><strong>20</strong></td>
</tr>
<tr>
<td>4.</td>
<td>Submission of details of Approximate License fee (rents) of various</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>societies in the given localities.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Presentation</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td><strong>Grand Total (Technical Score)</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>
Note:
- Minimum 70% **Technical Score** must be secured for the consultants to be eligible for the Financial Evaluation Stage.

**Financial Evaluation Stage:**

Depending on the successful clearance of Technical scores, the financial bid opening and selection of consultant will be done:

- Financial bids of only the eligible bidders will be opened.
- Overall score will be computed as per the given formula:

\[ S = \left\{ \left( \frac{F_{\text{min}}}{F} \right) \times 20\% \right\} + \left\{ \left( \frac{T_{\text{max}}}{T} \right) \times 80\% \right\} \]

- \( S \) = Final Score of the bidder being evaluated
- \( F \) = Financial bid of the bidder being evaluated
- \( T \) = Technical Score of the bidder being evaluated
- \( F_{\text{min}} \) = Minimum financial bid
- \( T_{\text{max}} \) = Maximum technical score