

**RFP – Appointment of Design Consultant - Pre-Bid Meeting (PBM) Queries and Answers**  
**Date and Time: 14 Jun 2018 , 2:15 PM – 4:15 PM**

SI No	Query	Answer
1	On prime-facie observation of the tender, we understand the area is 17500 square feet, However, there seems to some error in prequalification criteria where it expects the bidder to have done work of 50000 square feet single order	The idea for this point is to assess the capability of the bidder. If the bidder has completed a project spanning 50000 Sq. Ft. in single order, then they can perform well in a project spanning 17500 square feet
2	Minimum Turnover mentioned for minimum eligibility criteria is Rs 10 cr. Is this a turnover from design fees or Design +PMC fees or Turnkey projects?	Mentioned turnover is only for design consultancy (including consultants all consolidated)
3	EMD in Architectural design competition is not a norm. This is not in terms of Council of Architecture which is govt. body which has clear norms to conduct design competitions. Request you to clarify if the EMD still prevails	The clause for EMD is project specific. Since services consultants and other consultants like acoustic, LEED consultants will also be under same umbrella hence the EMD clause is kept for this as a consolidated package
4	We would like to do the site visit before designing the layout. When can we do so?	Site Visit for the bidders is scheduled on Monday 18 June, 11:30 AM. Two person per organisation will be eligible for the site visit.
5	Who will be the point of contact for the site visit?	Aviraj Guha from JLL will the point of contact. Contact Details for Aviraj: 9962584309
6	Please mention the slab strength area?	This detail about slab strength area layout will be shared to the bidders via email
7	Are there any preferred sizes/typologies of workstation?	Workstation sizes and typology has to be suggested by Architect

SI No	Query	Answer
8	What are the visitor/Employee access control requirements?	Access control will be required for main entrance and all critical rooms like UPS, electrical, forensic lab, server room, IT room & IT Storage. Any specific requirement for any special department could be added during detailed designing
9	Any departments to be considered for planning the workstations?	Finance & HR department will be in adjacent (a visual barrier however has to be provided), no specific requirement for other departments. A separate work area for IT support accommodating 4-5 team member with some space for storing IT equipment's like new servers, laptops should be considered. IT work area should have access control
10	Mention for hierarchical requirements if any - specific desks for team leads/ cabins or cubicles for supervisors etc.	As mentioned the RFP cabins are required for CEO and head of departments
11	Are toilets and lift lobbies to be considered while designing the facility?	No. These are provided by base builder. However since a gymnasium is proposed hence a shower area could be added in the toilet area (one each for gents and ladies). Designer to provide solution
12	Is client looking for LEED certification for this project?	Yes, we are looking for LEED GOLD certification
13	The successful Bidder and ReBIT will have to bear their respective legal charges at the time of signing Agreement(s) - How much is the legal fees for signing the agreement?	A contract will be signed between both parties. Legal fees will be shared 50-50 by successful bidder and ReBIT
14	We do not provide any performance bank guarantee is there any other alternatives	Demand Draft (DD) as an EMD should be submitted by the bidder while submitting the bid

SI No	Query	Answer
15	Payment terms needs to be discussed mutually and agreed upon	As discussed in the pre-bid, point 1.3 in the payment term will be discussed with the procurement committee and if any changes suggested will be updated accordingly
16	How much is the liquidity damages and the penalties not mentioned in the RFP document?	As mentioned in the RFP, maximum of 10% of the contract value will be the penalty
17	What kind of work force is the office to be designed for?	Required head count of 150 person. (Mentioned in RFP).
18	Please clarify if there are any guidelines to be followed?	There is no specific guideline. However LEED GOLD guidelines will be followed
19	Provide detailed departmental hierarchy and preferred departmental adjacencies if any (Must Do and Flexible)	As specified in the RFP five (5) cabins are required for vertical heads with 1 more cabin for the CEO
20	Clarify if there are any preferred space allocations to be followed.	There is no specific space allocations as of now. Designer may suggest which will be discussed while detail design

SI No	Query	Answer
21	Clarify whether we can propose exposed ceiling design?	False ceiling to be used in the office space
22	Please clarify details on lab?	Forensic Lab to be considered while designing which will have 6 workstation. The Lab should be secured/restricted entry.
23	Please clarify requirement of locker as mentioned in RFP	Digitally lockable lockers are required. Locations could be decided during design fine tuning
24	Server Room Details (Network+ Server Racks / PAC / WLD / RR / Gas Suppression)	Both Active and Passive networking has to be designed for server room with all kinds of safety and monitoring measures
25	Please clarify whether any Statutory approvals or permissions to be taken into consideration.	Area comes under MIDC. Also fire NOC has to be undertaken. However CFO approval is required before construction and after completion
26	Request you to revert with the scope of the developer in the premises.	Developer will only provide the necessary tap-offs for power/water/etc. and common area works. Rest everything inside the premises has to be designed and taken care of by designer
27	Please clarify the HVAC / Electrical / FAS / IBMS provisions on site & requirement of the client.	AHU will be provided by builder. Electrical tap-off only will be provided by builder. FAS monitor module, above ceiling SD, upright sprinkler works, common area PA will be provided by builder. There is a landlord BMS room in the ground floor where all the systems will be integrated.
28	The response to RFP should be signed & submitted by authorised signatory. Clarify if the RFP shared by ReBIT also has to be signed by authorised signatory.	Yes. RFP has to be signed during submission to confirm all the points are read properly.

SI No	Query	Answer
29	Clarify if the Schedule of Payment mentioned on pg. no. 19 is for Design Consultancy Services or General Contracting Services.	Mentioned payment terms is for design consultancy and NOT for General Contractor Service. As discussed during the pre-bid meeting any changes in the payment terms mentioned in point no. 4.9 (a) will be notified via corrigendum post discussion with committee
30	EMD of INR 50,000/- to be submitted by Cheque instead of the Demand Draft	EMD is to be submitted by Demand Draft
31	Concern raised regarding annual turnover of INR 10 Cr.	Any change made in the minimum eligibility criteria will be notified via corrigendum post discussion and approval from procurement committee
32	Bidders requested for branding guidelines	The branding guidelines will be provided to selected bidder via e-mail.
33	How many standing work space are required?	It is informed that linear high tables or benches could be provided as break-out area where employee can stand and work for some time
34	Bidders requested for developers fit-out guideline	The base builder fit-out guideline will be shared via e-mail
35	What will be the size of desktop used by employee	The ideal size of the desktop to be used by employee will be 24 inch