

ReBIT Premises RFP ~ Pre-Bid Meeting (PBM) Queries and Answers

Date and Time: 27 Nov 2017 , 4 PM - 5 PM

S #	Query	Answers
1	Please let us know if ReBIT open to considering locations in the close vicinity of Vashi as well as Thane Belapur Road?	Vashi and vicinity is ok. Thane-Belapur Road is ruled out.
2	Considering there are 150 to 200 employees provisioned for this project, should we assume a minimum carpet/ usable area of approx. 15,000 SF will be required?	The consultant is expected to advise and guide ReBIT on this matter especially during the drafting of the related tender.
3	Since the appointment for a consultant will happen by 18th December 2017, and the office has to “go-live’ by April 1, 2018; having a new bare shell office space ready for business commencement will be extremely challenging, and an extension of ReBIT’s existing office or a temporary space would be required for the same. Please let us know if ReBIT is flexible on the deadline and open to extending their current lease?	The consultant is expected to advice and guide ReBIT on this matter. Please suggest realistic dates and project plan as per your past experience on engagements of similar nature.
4	Please confirm that ReBIT will appoint a legal counsel who would be accountable for this scope of work? CBRE would be happy to coordinate with ReBIT and its chosen partner	The consultant is expected to advice and guide ReBIT on this matter. ReBIT may seek legal counsel as appropriate.
5	We will share CBRE’s corporate services agreement as part of our response. We are open to executing a mutually agreeable contract with ReBIT. CBRE does not require a separate NDA. The corporate services agreement captures confidentiality clause which is sufficient for us.	ReBIT may seek to execute a separate NDA if the need arises
6	Tenders No #2 floated will be for appointment of Design and build vendors who will further on provide Schedule of Quantities / Drawings /Specifications. Could you please confirm this arrangement?	The consultant is expected to advise and guide ReBIT on this matter especially during the drafting of the related tender.
7	CBRE will not be able to call out the legal risk as CBRE is not the subject matter expert and hence does not have the expertise for the same. CBRE carries out a stringent Pre-Qualification process basis the information provided by bidders. Is there anything in specific required in addition to the regular Pre-Qualification?	The consultant is expected to advise and guide ReBIT on this matter especially during the drafting of the related tender.

8	<p>CBRE will manage the QA/QC process, however we would require a detailed understanding on the extent of outside testing laboratories being utilized. Could you please share a list of materials that needs to go for outside testing?</p>	<p>The consultant is expected to advise and guide ReBIT on this matter especially in the context of the related tender preparation.</p>
9	<p>Move management is typically carried out by a specialized agency. CBRE will coordinate with the Client's appointed Move Consultant and coordinate the Physical move which includes formulating the move plan, procuring a move contractor and managing the migration process to ensure that the transition is smooth. Could you please confirm this arrangement?</p>	<p>The consultant is expected to advise and guide ReBIT on this matter especially during the drafting of the related tender.</p>
10	<p>It is mentioned in the RFP to submit the proofs of all ten eligibility criteria, request you to please advise us how can we submit the proofs in case of transaction services</p>	<p>Proof can be any in the form where the transacted entities, transaction context and respective time stamps can be verified. Some examples are contract, purchase order, customer/client acknowledgement or any other suitable documentation.</p>
11	<p>The RFP response speaks about technical bid and commercial bid, we need to understand the commercial bid and technical bid for all these departments should be shared differently or it can submit in a single response</p>	<p>Single Commercial Bid and Single Technical Bid submission is envisaged. However, firm fixed price/fee details with corresponding break-ups need to be provided as mentioned in the "Submission Response Format and Contents" section on Page 16 of the RFP.</p>
12	<p>As mentioned in the RFP timeline for RFP award is 18th Dec 2017 and go live date is 1st Apr, we feel this is slightly aggressive and purely depends on the time required for decision making, legal and technical due diligence and design finalization</p>	<p>The consultant is expected to advice and guide ReBIT on this matter. Please suggest realistic dates and project plan as per your past experience on engagements of similar nature.</p>
13	<p>Will Knight Frank be allowed to participate in the bidding process for facilities management services</p>	<p>Conflict of interest situations need to be avoided. While technical specifications and related evaluation criteria are recommended by the consultant and will be available in the public domain, the decision making including finalising the shortlisted bidder based on the commercial terms will be carried out by ReBIT officials only. Please note all appointments are through open</p>
14	<p>Appointment of architect and engineering consultant should be considered in PM Scope or client will appoint them separately</p>	<p>All appointments are through open tendering process and is in scope. Consultant will need to advise and assist ReBIT as appropriate in all aspects of the tendering process for onboarding relevant stakeholders as required for the Project.</p>

15	Staff experience (technical bid page 20) – The list of key personnel is not mentioned in the document. We request the ReBIT to kindly add the list of personnel required with their qualification and experience	Consultant will need to list the key roles required for the Project based on their past experience and position the right skillset and number of people for this Project.
16	Also please advise us on the timeslot on Monday 27th Nov 2017	Already Communicated - 4 PM IST.
17	As we understand there are three services required these are as follows: ☐ Transaction management ☐ Project Management ☐ Facility management Kindly let us know if any other service required	The consultant is expected to advise and guide ReBIT on this matter. Consultant will need to call out all services that are required for the success of this Project.
18	Is it possible that all three assignments viz., ☐ Transaction management ☐ Project Management ☐ Facility management Can be allotted to a single agency or will it be one agency per assignment	It may be possible and there is no clause currently preventing it. Please note it is Facility Management Advisory for preparing the Facility Management Services tender and not Facility Management Services.
19	As mentioned in the RFP of a cumulative take-up of 150-200 seats, kindly confirm if future expansion has been taken into consideration.	Yes. Future expansion for a period of 3-5 years has been considered.
20	What will be the scope of PDS and IFM in case of managed offices/Business Centre? (Ref. Point No. I of Scope of work on page 5)	Scope will reduce appropriately. It would correlate to the fulfillment of specifications (drafted by the consultant for ReBIT) by the managed offices/Business Centre and corresponding gaps thereof.
21	Kindly advise on a single window process for requisition of statutory approvals if required.	<i>On probing further, it was clarified that the question is on statutory approvals required from RBI .</i> Procurement Committee is in place for single window approval and comprises of members from the ReBIT Management team. No further statutory approvals are
22	Kindly advise if ReBIT has to follow any standard design guidelines.	ReBIT's brand and related information will be shared with selected consultant.
23	Please advise on the approximate timelines for appointment of Architect & Consultants.	The consultant is expected to advise and guide ReBIT on this matter especially during the drafting of the related tender.
24	Requesting you to elaborate Point 4 on page 5 (The scope expected from the service provider)	<i>Minimum of 5 years' experience in legal and contracting related to bid process management of similar nature.</i> Experience in tendering process including e-procurement and reverse auction as per
25	Considering this project being a flagship office of ReBIT, kindly advise on the importance of signage.	Signage is of low importance because of the conservative outlook of the company.
26	As per your company guidelines please advise carpet area required per employee to derive the exact carpet area for the space take up	The consultant is expected to advise and guide ReBIT on this matter especially during the drafting of the related tender.

27	Since the RFP specifies that Go-Live date is 1 st April ,2018 please advise if furnished options needs to be proposed or bare shell options can be considered	All options are open and can be considered to ensure April 01, 2018 as the Go-Live date. The consultant is expected to advise ReBIT on this matter.
28	Please furnish us with EHS/Critical Technical checklist for us to shortlist potential/prospective options	The consultant is expected to advise and guide ReBIT on this matter especially during the drafting of the related tender.
29	Can alternate locations apart from Vashi & Navi Mumbai be considered. Eg : Thane, LBS Marg. Since this cluster houses a lot of IT/ITES operating companies.	Vashi and vicinity is ok. Thane-Belapur Road is ruled out.
30	Do the PMC need to board the Architect as well?	All appointments are through open tender process and is in scope. Consultant will need to advise and assist ReBIT as appropriate in all aspects of the tendering process for onboarding relevant stakeholders as required for the Project.
31	All the statutory approvals, Liaoning will not be in PMC'S scope.	The consultant is expected to advise and guide ReBIT on this matter.
32	ReBIT is asking us to prepare tender and co-ordinate for release of the tender to the prospective bidders. Since Colliers is one of the prospective bidders, whom are we supposed to prepare the tender for?	Conflict of interest situations need to be avoided. While technical specifications and related evaluation criteria are recommended by the consultant and will be available in the public domain, the decision making including finalising the shortlisted bidder based on the commercial terms will be carried out by ReBIT officials only. Please note all appointments are through open
33	Expected scope of work for mail room boys.	The consultant is expected to advise and guide ReBIT on this matter especially during the drafting of the related tender.
34	Pantry Services would be Dry or Wet, Service of Tea Office would be on table for all the employees or for a restricted few. Water Bottles filling and placing on table would come under pantry Boys scope or would it be self-service.	The consultant is expected to advise and guide ReBIT on this matter especially during the drafting of the related tender.
35	Cafeteria services – Do we have to appoint the vendor. If yes then the item and rate list would be needed.	The consultant is expected to advise and guide ReBIT on this matter especially during the drafting of the related tender.
36	Which all items would come under procurement management?	The consultant is expected to advise and guide ReBIT on this matter especially during the drafting of the related tender.
37	Machinery, Cleaning chemicals, consumables, toiletries required for basic housekeeping services should be considered in the costing or the client would do a direct purchase.	The consultant is expected to advise and guide ReBIT on this matter especially during the drafting of the related tender.

38	Cost towards Event Co-ordination & Management would be pass through or reimbursable at the end on the month. Please give details on the process.	The consultant is expected to advise and guide ReBIT on this matter especially during the drafting of the related tender.
39	Clarity required on General Office repairs and maintenance.	The consultant is expected to advise and guide ReBIT on this matter especially during the drafting of the related tender.
40	Waste & Scrap Management – Any specific requirement. Draw clarity.	The consultant is expected to advise and guide ReBIT on this matter especially during the drafting of the related tender.
41	Security - Salaries would be governed by which wages.	The consultant is expected to advise and guide ReBIT on this matter especially during the drafting of the related tender.
42	Overall minimum Wages – Would it be as per state minimum wages of Central Minimum wages.	The consultant is expected to advise and guide ReBIT on this matter especially during the drafting of the related tender.
43	Would there be a need for a building management software?	The consultant is expected to advise and guide ReBIT on this matter especially during the drafting of the related tender.
44	Elaborate on Security and Investigation Services.	The consultant is expected to advise and guide ReBIT on this matter especially during the drafting of the related tender.
45	Clarity needed on rest of the FM points – Since we would be one of the prospective bidders.	Corresponding tender related pre-bid meetings will provide the window for clarity on future tenders. The consultant is expected to advise and guide ReBIT to minimise ambiguity in its future tenders and thereby reduce pre-bid meeting queries by proactively drafting
46	Please give details on the technical assets expected.	The consultant is expected to advise and guide ReBIT on this matter especially during the drafting of the related tender.
47	Do we need to consider other services like Pest control, Carpet Shampooing etc.	The consultant is expected to advise and guide ReBIT on this matter especially during the drafting of the related tender.
48	What kind of Parking Management service are we looking for?	The consultant is expected to advise and guide ReBIT on this matter especially during the drafting of the related tender.
49	Elaborate on General Office Repairs & Maintenance.	The consultant is expected to advise and guide ReBIT on this matter especially during the drafting of the related tender.
50	EMD DD to be drawn in whose favour ?	Reserve Bank Information Technology Private Limited
51	How will we manage Move Management? Do we need to create a Separate RFP?	The consultant is expected to advise and guide ReBIT on this matter especially during the drafting of the related tender.
52	Is there any change in the milestone dates mentioned in the RFP	There will be no extension of the milestone dates mentioned in the RFP