



Pre bid meeting queries & responses: RFP –Project Management Consultancy Services (PMC)

Date: Sep 19, 2020

Please refer to the invitation for Request for Proposal ([RFP](#)) from eligible vendors for project management consultancy services through tendering route published on the ReBIT's website on September 09, 2020.

In this context, pre bid meeting conducted on 16th September 2020, 16:00 Hrs to 17:00 Hrs, responses containing answers on queries raised in pre bid meeting and through mails at procurement@rebitorg.in for above mentioned RFP invitation document is uploaded herewith.

Sl. No	Clause No.	Sub Clause	Page No.	Query	Responses
1				Would like to conduct Technical due diligence of the project site. Suggest date and time	<ul style="list-style-type: none"> - Site visit for technical due diligence can be done on 22-Sep-2020; 1000 hrs to 1700 hrs. - Bidders need to intimate for site visit on procurement@rebit.org.in email id prior to site visit.
2				Waiver of EMD submission - If there is any alternative documentation (e.g. any undertaking or bond etc.) to EMD requirement that we can submit,	Please refer Clause # 4, Page # 17 of RFP clause - "Exemption for submitting earnest money shall be provided by the competent authority on submission of relevant documents as per prevailing policy."
3				Let us know if EMD exemption is applicable for MSME bidders.	EMD submission exemption is applicable for MSME bidders on submission of relevant document as per prevailing policy.



3.1			Clarification on Clause "Exemption for submitting earnest money shall be provided by the competent authority on submission of relevant documents as per prevailing policy."	Submission of EMD applicable on submission of relevant documents like MSME certificate etc.
4			Can we provide the digitally signed & stamped annexures in our submission? If not, can we have the editable file for printing.	Bidders can submit documents with at least class 2 digital signature certificate
5			We have been audited for all years for which we shall submit the details (16-17, 17-18, 18-19) but currently 19-20 audit is in progress. Therefore, we shall not be sharing the details for the same. Hope that should be fine.	Provide a valid reason for non-submission of audit report for 2019-20. Based on valid grounds we will allow un-audited statement.
6			We have fortune 500 companies in our portfolio and big clientele list for corporate/retail projects. Hope that will be also considered in Technical evaluation sheet.	Eligibility Criteria mentioned in RFP shall be followed.
7			Please advise whether REBIT is going for LEED certification for this project. If yes, please clarify on the appointment of LEED consultant whether same would be a part of Architect scope or to be appointed separately.	LEED certification will be part of Design Scope
8			What are the working window slots available for vendors?	Building / Landlord specific guidelines related fit out shall be shared with successful bidders.
9			Do we need to deploy the resources in two shifts to gear up the work, and to mitigate the expected timelines with less workforce by adhering Covid 19 social distancing and other essential rules and regulations?	It would depend on the GC work schedule.
10			Do we need to propose safety engineer? If yes, full time or biweekly would suffice.	Minimum team composition is mentioned in scope of work. Refer Clause 3.3, Page # 8 & 9 of RFP.
11			Will there is separate Cost Consultants appointed on project or PMC needs to manage this scope.	PMC consultant will have to manage the project budgeting/costing.
12			Do we have any building guidelines that needs to be followed?	Builder / Landlord has set guidelines for the premises with regards to fit outs and same shall be shared with the successful bidder.



13				Do REBIT has any specific prerequisite for COVID-19 that needs to be adhered at site.	Building / Landlord / ReBIT has set specific guidelines related to COVID 19 and same shall be shared with successful bidder.
14				Can we propose our own payment terms? If Yes, can we have equated monthly instalments for entire project schedule.	There shall be no changes to payment terms. Terms shall be as mentioned in RFP, clause # 7, Page # 19.
15	3.3			What is the current status the appointment of Architect and other Consultants? Will they be appointed post PMC appointment?	Architect & other consultants/vendors shall be appointed post-appointment of PMC.
16	3.3			Will the project involve any integration with existing client's infrastructure, if any?	Yes, the project will involve integration with existing infrastructure.
17	3.3	A		Is BOQ/BOM Preparation for tender packages under PMC scope?	Yes, in coordination with other consultant(s).
18	3.3			Is the 10 months' timeline inclusive of Preconstruction, construction, and closeout?	Yes, from preconstruction to project closure.
19	3.3			Are there any Building / Landlord specific guidelines that need to be followed especially considering Covid19?	Yes, building / landlord specific guidelines related to COVID 19 and fit out shall be shared with successful bidders.
20			Pg.19	Is there any flexibility to discuss on the proposed payment terms?	No, payment terms are fixed and as mentioned in RFP, clause # 7, Page # 19.
21			Pg.19	What would construe/qualify as 50% completion of GC work?	Payment of second milestone is revised to: It shall be on completion of carpet laying.



22			Pg.16	Can you please provide / confirm the below details for EMD Demand Draft? DD Drawn/Favour of: The Chief Executive Officer, Reserve Bank Information Technology Pvt Ltd. (ReBIT) DD Payable at: Mumbai	EMD demand draft details are as follows. DD Drawn/Favour of: Chief Executive Officer, Reserve Bank Information Technology Pvt Ltd. (ReBIT) Payable at: Mumbai
23	3.3		2nd Para	what would be the Scope of works and deployment of resources expected during the DLP period. Is it only during a defect is notices and must be managed or some periodic checks are also needed	The support of PMC in defect liability period (DLP) is required to coordinate with the vendor if in case any defect or incomplete work, which is within the agreed project scope, is identified.
24	3.3		2nd Para	In case the delay is not attributed to the PMC, PMC should be paid on pro-rata basis for the increased timeline. In case the delay is attributed to ReBIT and subsequently by contractor, PMC shall get paid on pro-rata basis.	It is the responsibility of the PMC to get the work done on time. The timelines of project are decided based on various factors and based on our experience from past project of similar scope. No delays are anticipated. However, any such eventuality will be evaluated on a case to case basis.
25			first para	PMC work would include managing (Interior furnishing works viz. Civil, interior decoration, flooring, false ceiling, HVAC (Heating, Ventilation and Air Conditioning), Electrical, firefighting and allied works of Office/ Institutional building, commercial building etc) and not actual execution.	PMC work would include managing (Interior furnishing works viz. Civil, interior decoration, flooring, false ceiling, HVAC (Heating, Ventilation and Air Conditioning), Electrical, firefighting and allied works of Office/ Institutional building, commercial building etc) and not actual execution.
26	3.3			If design consultant on board, is there any budget prepared? If not, can PMC share the BOQ/DBR to vendors to establish project budget?	Design consultant shall be onboarded later. PMC shall assist ReBIT with selection, evaluation of the design consultant.



27	3.3	A-XI		Are there any eligibility criteria for Vendor selection and same would be shared to PMC?	Details shall be shared with successful bidders.
28		A-XV		Can you highlight what are the legal risk you envisage for the project	PMC, with ReBIT, while on boarding the Design and Interior Fit out vendor should identify risks if any.
29	3.3	A-XV		Can you please specify the statutory guidelines? Is this related to statutory approvals for Fitout?	Yes, the guidelines are related to Statutory Approvals for Design and Interior fit out work.
30	3.3	A. XVII		Giving advice on legal terms will be out of our preview of Work	PMC is expected to review the tender document / agreement and advise if any terms and conditions are to be added with their expertise. The legal documents shall be prepared by ReBIT's legal consultant.
31	3.3	A-XXXIX		PMC shall coordinate with Technical Consultants for developing T&C plan, however technical details will be provided by MEP/Technical consultants. Please clarify.	Scope of work as mentioned in Clause #3.3 will remain unchanged. PMC will coordinate with other consultants get the details and shall also review the same.
32	3.3	B-III		PMC shall coordinate with supplier and Facility team for handing over and shall not take any handover/keys from supplier.	PMC shall be responsible for planning and execution to get the project to closure.
33	3.3	B-VIII		PMC shall not keep any legal/financial document with them, same shall be with Client's office and upon requirement the document shall be shared with respective stakeholder.	ReBIT shall be the custodian of all financial and legal documents.



34	6			Would like to understand client's interpretation of 'avoid conflicts with other assignments"	Successful bidder will not be able to apply for Design Consultation work and General Contract RFP for this project.
35	7			Payment Terms - PMC is also expected to manage the design phase however there is no payment milestone for this phase. We propose an equal monthly payment or milestones as mentioned below	Payment terms and milestones will remain unchanged as mentioned in clause # 7, Page # 19.
36	7.1			Can the fees be quoted exclusive of taxes and mention of all the relevant taxes for the services offered. Also note, REBIT shall be liable to pay to the PMC any increase in the cost of duties, Taxes, Statutory dues and any other services which are essential for rendering the services as per the agreement, also need to specify that, all out of pocket expenses incurred by the employees of KF with prior approval in relation to the services rendered shall be borne by the Client.	Payment terms and milestones will remain unchanged as mentioned in clause # 7. Please refer Clause #9.6 The Bids will be treated as valid for a period of 180 days from the closing date for submission of the bid.
37		i		For PMC scope no item/goods shall be supplied only pure services shall be rendered. Need to delete the said clause.	Scope of work as mentioned in Clause #3.3 will remain unchanged. PMC to coordinate and manage other consultant / General Contractor for this project pls refer clause 3.3 for detail scope of work.



38	9.9	b		A prior written notice of 15 days is required to be given in case of termination. Further, upon termination ReBIT is required to reimburse to PMC for such services rendered till the date of termination	RFP clause #9.9b shall remain unchanged
39	10.1	c		A declaration may be given by the Bidder stating that "No relative of the Bidders is working in ReBIT".- This declaration cannot be given on a company level and that the same needs to be limited to the team working on the project and not beyond that.	RFP clause #10.1 c shall remain unchanged
40	10.3			we wish to propose PMC liability to be limited to 5% of the fee paid.	RFP clause # 10.3 shall remain unchanged
41	10.4			Need to add the below - It is hereby agreed by the Client that in the event , there is any stoppage/suspension of work due to any of the above mentioned or similar events wherein the PMC personnel may not be able to come to the site to render services, the Client shall be liable to pay PMC the fees pertaining such resources for the period of stoppage/suspension. Any termination by the Client due to Force Majeure events shall be enforced only post the completion of the event. Upon termination, PMC shall be paid for the services rendered and fee for resources for such force majeure period. In case services are resumed after cessation of such force majeure event, automatic extension for the suspended period shall be granted to the PMC along with the fee for resources for the suspended period and additional fee as may be agreed for such extended period	RFP clause # 10.3 shall remain unchanged



42	10.6	k		Audit shall be limited to the audited reports, further the same shall be conducted only during the validity of the agreement between the PMC and ReBIT.	RFP clause # 10.6 shall remain unchanged
43	10.16			we wish to cap liability at 5% of our fees	RFP clause # 10.16 shall remain unchanged
44				Will there be any alternative solution to the EMD requirement as asked via mail communication	Please refer Clause # 4, Page # 17 of RFP clause - "Exemption for submitting earnest money shall be provided by the competent authority on submission of relevant documents as per prevailing policy."
45				Any predefined site working hours/specific requirement by Landlord to be advised, if any?	Building / Landlord specific guidelines related fit out shall be shared with successful bidders.
46				Is the proposal needs to be sent hardcopy or to emailed?	Please refer clause No. 9.1 Point a on page no. 26 of RFP, "Bidders shall submit bids through email submission as a password protected attachments to procurement@rebit.org.in email ID."
47				Experience of the resources should be their overall experience in their career, please clarify	Resource must have overall relevant experience of project execution as mentioned in the RFP.
48				Any provision for material stacking till the floor provided? Is service Lift available to move materials? (Direct Supply Materials)	Service lift is available for material movement.
49				What kind of HVAC units needs to be considered? Are AHU provided by Base Builder? If yes, please notify on the capacity of AHU	AHU is provided by base builder. Relevant details shall be shared with successful bidders.



50				Any Public address system dedicatedly provided for the floor & its integration with Base Builder for emergency announcement?	Relevant details shall be shared with successful bidders.
51				Any critical services room like Server room to be made on this floor?	Relevant details shall be shared with successful bidders.
52	9.1	b&c	26	Clarity is required on 'Bidding Process'	Please refer clause No.9 of RFP for detailed bidding process.
53				What is the status of appointment of Architect/ other consultants?	Other consultants would be appointed post onboarding of PMC.
54				Is there an intent to go with General Contracting model or traditional multi package model for the build	Relevant details shall be shared with successful bidders.
55				Kindly provide details (operational status) of the above and below premises	Relevant details shall be shared with successful bidders.
56				Whether there will be a separate testing and commissioning agency for services, or it will be managed by PM team.	Please refer Clause No. 3.3 of RFP for detailed scope of work
57				Timing for material movement will be on regular days /holidays?	Building / Landlord specific guidelines related fit out shall be shared with successful bidders.
58				Any predefined site working hours provided by Landlord?	Building / Landlord specific guidelines related fit out shall be shared with successful bidders.
59				Any point of contact from ReBIT for this RFP process & for this project way forward?	Bidders shall write to assigned email ID, procurement@rebit.org.in, as mentioned in the RFP for any query related to this RFP process.
60				Liasoning Consultant appointment and approval process managed by PM or independent manage by REBIT	Please refer Clause No. 3.3 of RFP for detailed scope of work
61	3	3.3	8	PMC Service is required till the end of DLP. Please specify PM scope of works during DLP.	PMC support would be required in case of any project related incomplete work / defect / snags are identified. However, no fulltime deployment of PMC is required at site during DLP.



62	3	3.3	8	We have understood from RFP, Total period of PMC Service is 10 Months + 12 Months DLP = 22 Months. Kindly confirm.	The Project is planned to be executed in ten months from the date of PMC onboarding. During DLP, PMC support would be required in case of any project related incomplete work / defect / snags identified. However, no fulltime deployment of PMC is required at site during DLP.
63				Do PM is required to manage Architect & Consultants hiring process? What will be the involvement of PM team in procurement process	Please refer Clause No. 3.3 of RFP for detailed scope of work.
64				What will be the involvement of PM in the procurement of REBIT direct Vendor?	Please refer Clause No. 3.3 of RFP for detailed scope of work.
65				Whether there will be a separate consultant to manage testing and commissioning activities or it will be managed by PM team.	Please refer Clause No. 3.3 of RFP for detailed scope of work.
66	11.8		51	Please add a new clause 9 as follows: "The obligations contained in this undertaking shall survive for 1 year after the termination/expiry of the business relationship under this RFP.	There shall be no new addition to clause 9 of this RFP.
67				Is the property bear shell? All High side MEP is provided by Landlord.	Relevant details shall be shared with successful bidders.
68				Does ReBIT have any design guideline	Relevant details shall be shared with successful bidders.
69	3.3		9	Drafting of drawing. Need clarification on PM scope	Drafting of drawing shall be the responsibility of design consultant

Note: Pre-bid questions & answers shall form part of bid document / agreement

ReBIT Procurement Team