



APPOINTMENT OF DESIGN CONSULTANT

REQUEST FOR PROPOSAL (RFP)

CORRIGENDUM # 1
&
RESPONSE TO PRE-BID QUERIES

(14th December 2020)
RFP: ReBIT/2020/CPO/022

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Reserve Bank Information Technology Pvt. Ltd.
502, Building No 1, Mindspace Juinagar, Nerul, Navi Mumbai - 400706

Following are the changes / clarification in the RFP terms. All the bidders are requested to refer the "Corrigendum / Revised Terms" column as below:

Page No	Clause No. & Heading	Existing Terms	Corrigendum / Revised Terms
3 of 99	Schedule of Events	Price Bid opening date mentioned in NIT & RFP document available at CPP Portal as - 08-January-2020 at 16:00 Hrs.	There was a typo error and Correct Price Bid opening date is to be read as - 08-January-2021 at 16:00 Hrs.
9 of 99	5.2.2 SCOPE OF LEED CONSULTANT	Scope of LEED Consultant and LEED Certification mentioned and referred in RFP document.	Please read Green / IGBC in place of LEED wherever appears in the RFP document. Design consultant to work with other consultants including IGBC consultant, to ensure and achieve IGBC Platinum Certification for the New Office Setup.
50 of 99	Annexure G, 1 st Point	The owner of the company should have valid Architectural License/registration number.	The Owner / Promoter / Lead Architect should have valid Architectural License/registration number.
	AutoCAD drawing		Any bidder requiring AutoCAD drawing for reference to respond to this RFP, should send an email to procurement@rebit.org.in requesting same.

Please read the aforesaid corrigendum along with the issued RFP document. All other terms and conditions which are not covered in this Corrigendum, will be as per the original RFP - Appointment of Design Consultant Ref: ReBIT/2020/CPO/022 dated 04th December 2020.



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Sr. No.	Query Reference (Clause)	Query Reference (Page)	Existing Clause of the RFP	Query by the Bidder	ReBIT Response
1	7.4	25	EMD / Bid Security	Request the Bid Security be reduced to INR 50,000/-	EMD amount is non-negotiable and will be kept as mentioned in the RFP.
2	11	33	Payment Terms and Milestone	Request to add Advance payment Milestone	The payment term is non-negotiable and will be kept as mentioned in the RFP.
3	5.7.2	17	Interior Fit Out Requirements	Do we need to work on the test fit layout for this project? If yes, we would require the AutoCAD file to work on the requirements.	Yes, there will be a capability presentation for which a detailed presentation has to be prepared. AutoCAD floor layout will be shared with the interested bidder.
4	7.4	25	Exemption for submitting EMD shall be provided as per prevailing MSME policy	We are registered under MSME policy and we have the registration certificate. Will we be exempted to from EMD or we still have to pay the EMD amount. Please clarify.	Exemption shall be allowed to firm submit relevant document / certificate satisfying the terms of Govt. of India guidelines for MSME, matching service category mentioned in MSE certificate and services envisaged under this RFP.
5	11	33	Payment Terms & Milestone	Is this payment terms negotiable? And can we propose our payment terms while submitting the bids. Please confirm.	The payment term is non-negotiable and will be kept as mentioned in the RFP.
6		15	Occupancy Date for fit out	The date mentioned April 19th 2021 is the occupancy date or the date of construction where the execution work start on site. If we see the page no 16 project milestone. Virtual completion says 09th Aug'2021. Please clarify.	19th April is the date of start of construction at site as per master schedule.
7		9 & 10	Scope of LEED Consultant	What type of LEED certification is REBIT looking for? Is it GOLD, Silver & Platinum	ReBIT is looking for IGBC Platinum certification
8		16	Insurance Limit	Any specific insurance is REBIT looking for and limits of the policy. Generally, we have professional indemnity Insurance of INR 1 Cr which is applicable to us. Hope it suffice?	Indemnity insurance of 1CR should suffice but should be inclusive of third-party liability
9			PMC (Project Management Consultancy)	Any PMC appointment by REBIT for this project?	ReBIT has appointed JLL as PMC

10			Site Visit	Can we do the site visit to understand the site and what the building offers as per the services standards.	Site visit could be done. Prior intimation must be provided to ReBIT for fulfilling entry formality.
11			Resource on site during construction	Do you require a dedicated resource on site during construction stage for Interior Design & MEP services? Please clarify.	A responsible experienced person is required during the design phase for all the design meetings, layouts, ideation & its finalisations. During construction the expectation is the senior designer should visit the site daily for monitoring incoming material / delivered by GC as per approved make and quality of work carried out at site.
12	5.2.1.1	9	Schematic Design Stage: Prepare and assess Vendor Contract documentation formats.	As Design consultants do we need this to be taken in our scope	Assessing vendor Contract documentation is not required
13	5.2.1.3	9	Short list and create capability report of Vendors for consideration.	As Design consultants do we need this to be taken in our scope as you shall be having a PMC on board	Short list and create capability report of Vendors for consideration is not required
14	5.2.1.4	9	Monitor & approve quality of Materials coming at site and Works being executed.	As Design consultants do we need this to be taken in our scope, since our representative will not be stationed at site.	Material coming in / delivered by GC is to be checked for approved make or quality by DC Person along with PMC
15	5.2.1.4	9	To monitor & control the project cost & track the budget as per the approved drawings & Provide Budget tracking statements to the project manager on regular basis.	As Design consultants do we need this to be taken in our scope, this will involve the scope a cost management agency	Budget tracking statements to be provided to project manager on regular basis. It is design team's responsibility to verify that the products used are as per the approved BOQ with approved make, quality standards and budget provided
16	5.2.2	8,9	Section 5.2.2 says LEED (IGBC)	Both the ratings are different. The following is applicable here. LEED CI suitable for Commercial Interiors by US Green Building Council IGBC GI suitable for Green Interiors by CII IGBC (Make in India). Scope is valid for both. Which is to be selected?	ReBIT is looking for IGBC Platinum Certification
17	5.2.2		What is the expected level of rating required	This is not specified in the RFP	ReBIT is looking for IGBC Platinum certification

18	5.2.2	9	Commissioning during design is intended to ensure that the design and operational intent are clearly documented, provide focus on commissioning during design review, and ensure that commissioning for the construction Stage is adequately reflected in the bid documents.	Commissioning services pertaining to LEED compliance are required or otherwise, please elaborate	Since Green (IGBC) consultant will be under designer's scope, the BOQ and tech specs must be prepared sufficing achieving the Green (IGBC) Platinum rating. During commissioning the DC, MEP consultant and Green (IGBC) consultant should ensure the DBR points (which were captured in the BOQ / tech specs) and implemented at site.
19	5.2.4. i	12	ELECTRICAL SERVICES: Internal and External Electrical System (HT/LT)	As we are doing Interior Designing of the said premises, does this need to be considered in our scope, we assume these works are already completed by the developer as a part of Building infra works	All HT works (DG, Trafo, etc.) are provided by developer.
20	5.2.4. i	12	ELECTRICAL SERVICES: Review & Advice of base-building Sub-Station, DG Sets and Power Distribution	As we are doing Interior Designing of the said premises, does this need to be considered in our scope	The MEP consultant has to review the developer services w.r.t. ReBIT floor for parameters like earth value, incomer load provided by developer for any enhancement if required due to ReBIT floor requirement, load distribution, etc.
21	5.2.4. i	12	Review & Advice of building Main Panel, Sub-Panels and Electrical Distribution Network	We assume these works are already completed by the developer as a part of Building infra works, we assume these works are already completed by the developer as a part of Building infra works	The MEP consultant has to review the developer services w.r.t. ReBIT floor for parameters like earth value, incomer load provided by developer for any enhancement if required due to ReBIT floor requirement, load distribution, etc.
22	5.2.4. i	12	Review & Advice of building Main Panel, Sub-Panels and Electrical Distribution Network	we assume these works are already completed by the developer as a part of Building infra works	The MEP consultant has to review the developer services w.r.t. ReBIT floor for parameters like earth value, incomer load provided by developer for any enhancement if required due to ReBIT floor requirement, load distribution, etc.
23	5.2.4. i	12	Designing Earthing System and Lightening Protection	we assume these works are already completed by the developer as a part of Building infra works	Review of the developer system as an assured double check.

24	5.2.4. i	12	Lighting, Utilities and Common Area including conduit and wiring in slab if required as per design	we assume these works are already completed by the developer as a part of Building infra works	Common area lighting work may have to be discussed and closed with developer.
25	5.2.4. i	12	Necessary Cabling Network and Feeder Pillars UPS System for Different requirement, Misc, Administration requirements and Critical Lighting System	we assume these works are already completed by the developer as a part of Building infra works	This point is applicable w.r.t. ReBIT premises utilities and critical equipment.
26	5.2.4.ii	12	LOW VOLTAGE SYSTEM: Fire alarm System including Conduit & Wiring in slab if required as per design	we assume these works are already completed by the developer as a part of Building infra works	This point is applicable w.r.t. ReBIT premises LV works.
27	5.2.4.ii	12	Public Address System including Conduit & Wiring in slab if required as per design	We assume the building is ready structure and slab has already been casted by the builder	This point is applicable w.r.t. ReBIT premises LV works.
28	5.2.4.ii	12	TV and Music System including Conduit & Wiring in slab if required as per design	We assume the building is ready structure and slab has already been casted by the builder	This point is applicable w.r.t. ReBIT premises LV works.
29	5.2.4.ii	12	Access Control, BMS, Security Systems and CCTV System including Conduit &Wiring in slab if required as per design	We assume the building is ready structure and slab has already been casted by the builder	This point is applicable w.r.t. ReBIT premises LV works.
30	5.2.4.ii	12	MECHANICAL WORKS: Internal and External Sewerage System including the territory Sewage Treatment Plant	We assume the building is ready structure and slab has already been casted by the builder	Internal drainage system has to be designed since there will be drain for PAC, cafeteria, Kitchen.
31	5.2.4.ii	12	Complete wet fire protection system (Fire Hydrants, External Ring main, Sprinkler System) etc.	We assume the building is ready structure and slab has already been casted by the builder	Existing sprinkler system has to be re-done basis on ReBIT layout and tap off with building riser to be designed.
32	5.2.4.ii	12	Heating, Ventilation and Air-Conditioning System	HVAC system design details not indicated in RFP	HVAC system has to be designed by DC/MEP consultant. AHU is already provided by developer.

33	5.2.3	11	<p>Deliverables, Phase 1, Overall, IT Infra Design</p> <ul style="list-style-type: none"> · IT Security Infra Design · IP Addressing planning · Protocol selection 	<p>Regarding the scope related to deciding and forming access policy for data and Internet security: We assume that this shall not be part of Consulting scope as generally this is a classified activity and hence performed by client's IT Team. Regarding the IP addressing planning and devising the protocols: We assume that this shall be the scope of Client's IT team as this is a classified activity."</p>	<p>W.R.T IT high side consultancy the consultant has to design the server room for size of racks, qty of racks, qty of switches/server/routers/firewall/etc. in close coordination with ReBIT IT team. The entire low side has to be designed basis on layout and ReBIT data/voice requirement, cabling, connectivity between existing and new floor, etc.</p>
34	7.4	25	<p>Exemption for submitting EMD shall be provided by the competent authority on submission of relevant documents as per prevailing MSME policy of Government of India.</p>	<p>Which documents are required to be submitted for exemption?</p>	<p>The EMD exemption under MSME could only be availed if the bidder provides appropriate documentation satisfying the terms of Govt. of India guidelines for MSME as per the scope of work as mentioned in the RFP.</p>
35	7.11.1.vii.5	30	<p>Financial Stability</p>	<p>Is the turnover required a combined turnover of all consultants? As a Design consultancy firm, our turnover is in less than the threshold of 10cr, do we still qualify to bid for the project.</p>	<p>The turnover should only be of the Bidder (Design firm) and not combined of all proposed consultants. To qualify for the bid, bidder should have minimum annual turnover of 10 Cr as mentioned in Annexure G.</p>
36			<p>The successful Bidder shall provide a Performance Bank Guarantee for 10% of the Total Cost as arrived at Annexure I for a period of 1 year within 15 days from the date of notification of award in the format as provided in Annexure L with a claim period of 3 months and such other extended period as ReBIT may decide based on performance of the Bidder and project obligations.</p>	<p>The PBG should be provided from any scheduled Commercial Bank only.</p>	<p>Yes, PBG should be provided from any scheduled Commercial Bank.</p>
37	Annexure G - 1	50	<p>The owner of the company should have valid Architectural License/registration number.</p>	<p>The project is for Interior Fitout and it clearly states in 5.2.1 Interior design consultancy. Please let us know is the Architecture license is required.</p>	<p>Owner / Promoter / Lead Architect should have valid Architectural License/registration.</p>

38		68-97	Legal and other requirements	We as design consultants these will not be applicable to us, these seems to be for contractors or the project management consultants.	These are general site safety points but applicable to all stakeholders visiting site since they will be working as part of team.
39	5	7	Scope of Work-Complete design works that includes Civil & Interior, Structural, MEP Services, Firefighting, FAPA, HVAC, Lighting, Acoustics, Access Control, CCTV, Building Management System, Audio Video (AV) and IT Works (Active & Passive).	Please elaborate IT Works (Active & Passive)	W.R.T IT high side consultancy the consultant has to design the server room for size of racks, qty of racks, qty of switches/server/routers/firewall/etc. in close coordination with ReBIT IT team. The entire low side has to be designed basis on layout and ReBIT data/voice requirement, cabling, connectivity between existing and new floor, etc.
40	7.11.1 vii) A	29	Technical Bid Evaluation - Quality of Presentation	Is a Design Presentation expected as per the requirements provided for this new floor OR this is a company capability Presentation and experience of working on similar projects. Please Confirm.	Yes, Design Presentation is required along with the Company Capability and experience of similar projects as per content mentioned in referred clause.
41	Annexure- N	62	Environment Health & Safety Guidelines - 1.PMC is committed to maintaining a safe and productive work environment that is free from the negative influences of illegal drugs and alcohol.	Please confirm that PMC (Project Management Consultancy) is not under Design Consultants scope. Client will appoint PMC & Design consultant will coordinate with PMC as per the scope. Please confirm.	ReBIT has appointed JLL as PMC
42	Annexure- N	62		These Safety Polices are for PMC ...please explain	These are general site safety points but applicable to all stakeholders visiting site since they will be working as part of team.
43	5.7.2	18	Interior Fit-Out Requirements	The RFP document mentions total headcount of 300-350 people. Please share requirement ratio for linear workstations and 90-degree workstations	This depends upon bidders designing to accommodate the headcount

44	5.7.2	18	Interior Fit-Out Requirements	What is the preferable size for linear and 90-degree workstations as there is no standard size? (We would suggest 1500x750 mm for linear desks and 1500x1500 for 90-degree workstations)	This depends upon bidders designing to accommodate the headcount
45	5.7.2	18	Interior Fit-Out Requirements	There is requirement for both monitor and laptop for 150 workstations. Please mention if these desks will be linear or 90-degree workstations	Please read the headcount as 300-350. All the workstations should have provision for both laptops and monitors.
46	5.7.2	19	Interior Fit-Out Requirements	Please share the required no. of cabins.	As of now four (04) cabins could be considered.
47	5.7.2	19	Interior Fit-Out Requirements	It is mentioned that board room can be converted into training room, is there any specific number of seats required for training room?	This depends upon the proposed design.
48	5.7.2	23	Interior Fit-Out Requirements	Are there any raw power socket requirements for meeting rooms?	This depends upon the proposed design.
49	5.7.2	22/23	Interior Fit-Out Requirements	Please specify if there is any requirement for lab.	There are IT forensic labs for analysing any issues raised. Need 24 X 7 AC provision and isolated LAN connection. Rest may be discussed post appointment of successful bidder.
50	8. Performance Bank Guarantee	32	The successful Bidder shall provide a Performance Bank Guarantee for 10% of the Total Cost as arrived at Annexure I for a period of 1 year within 15 days from the date of notification of award in the format as provided in Annexure L with a claim period of 3 months and such other extended period as ReBIT may decide based on performance of the Bidder and project obligations. The PBG should be	The Performance bank guarantees is usually not requested towards providing Design Consultancy Services. Please confirm.	PBG is required as mentioned in the RFP

			provided from any scheduled Commercial Bank only.		
51	12. Taxes and Duties & Annexure I - Commercial Bid Format	34 & 53	The amount payable by ReBIT to Bidder shall be inclusive of all costs such as insurance, taxes (GST, as per the rates applicable), transportation, installation, that may be levied, imposed, charged or incurred and REBIT shall pay the due under this RFP and subsequent agreement after deducting any tax deductible at source ("TDS") and GST-TDS* as applicable.	But as per Annexure I - Commercial Bid Format, fees should be exclusive of taxes. Please confirm if it should be exclusive or inclusive of taxes.	The basic quote should be excluding taxes. Please refer the Annexure I and submit your bid in accordance to it and provide basic price and tax amount separately as depicted in the bid format.
52	15.2 Penalties	37	The inability of the Bidder to provide the requirements as per the scope or to meet the deadlines as specified would be treated as breach of contract and invoke the Penalty Clause. The maximum limit on the penalties during the period of contract shall be 10% of the total contract value. The applicable "Penalties" would be the same irrespective of the root causes.	The penalties are not applicable towards providing Design Consultancy Services. Please confirm.	The terms mentioned in RFP are non-negotiable.
53	16. Liquidated Damages (LD)	37	If Successful Bidder fails to deliver any or all of the Service(s) / Systems or perform the Services within the time period(s) specified in the RFP/Contract / Agreement, ReBIT shall, without prejudice to its other rights and remedies under and in accordance with the RFP/Contract / Agreement, levy Liquidated Damages (LD) from payments, which are due to the Successful Bidder.	The Liquidated Damages (LD) are not applicable towards providing Design Consultancy Services. Please confirm.	The terms mentioned in RFP are non-negotiable.

54	Annexure H	51-52	Estimated Budget summary	This annexure is not applicable towards providing Design Consultancy Services. Please confirm.	It is applicable. Since this also has weightage in the evaluation criteria. Also please note the estimate asked if only for trade packages and the design or any consultancy fee not to be included in this. The design consultancy fee will be part of commercial bid.
55	Annexure N	62 - 99	Environment Health and Safety Guidelines	The mentioned guidelines are not applicable towards providing Design Consultancy Services. Please confirm.	These are general site safety points but applicable to all stakeholders visiting site since they will be working as part of team.
56	-	-	-	Please share the base build plan in CAD	AutoCAD layout will be shared with the interested bidder.
57	-	-	-	Is it possible to schedule a site survey?	Site visit could be done. Prior intimation has to be provided to ReBIT for fulfilling entry formality.
58	-	-	-	Is it possible to schedule visit to any existing facility?	Yes, with prior approvals
59	9	36	9.2 (6)	Workstation size - For linear -1500 x 600 - For L type - 1500 x 1500 Will these size works?	This depends upon the proposed design to accommodate the required headcount
60	9	36	9.2(6)	Any hierarchy to be consider for workstation distribution? If any then what will be the ratio of Linear & L type workstation?	This depends upon the proposed design to accommodate the required headcount
61	9	36	9.2 (3)	Cabin size approx. 100 to 200 sqft is fine or any specific size needed?	This depends upon the proposed design to accommodate the required headcount
62	9	37	9.2(8)	For workstation arrangements, should be done for Monitor & Laptop both or either of it?	All the workstations should have provision for both laptops and monitors.

63				Estimated budget summary to be submit at first stage or after first stage evaluation.	This is a part of technical bid. Please note only estimate of trade packages has to be filled. The design consultancy fee will exclude from here and will be part of commercial bid.
64				Is there any specific demarcation done by LL for strengthen slab? For considering heavy load equipment.	Structural layout will be shared with successful bidder.
65				Cost of the project is not mentioned in the RFP	This depends upon the design proposal and estimate submitted by bidder
66				Is Design concept to be submitted along with the Technical Bid?	Yes, Design concept has to be submitted along with the Technical Bid
67	Annexure G	50	Point no 2	The Criteria of Annual Income is very high. Should be relaxed	The RFP term for annual turnover is non-negotiable and will be kept as mentioned in the RFP.
68	Annexure G	50	Point no 5	Kindly provide the definition of similar works	Similar Projects / Works means similar to scope of work (including all facilities / amenities, head counts etc.) and carpet area as mentioned in the RFP
69	5.7.2		General Query	Any rate contracts with any vendors in terms of carpet/modular furniture/chairs?	ReBIT has no rate contract with any supplier.
70	5.7.2		General Query	Specific Make list for specific material or items if any?	There is no specific make list. But the material should be of top quality.
71	5.7.2			Is Green Building/Office certification required?	Yes. IGBC Platinum certification required.
72	7.11.1	28	4	What is the estimated cost of the project? This is required for the preparation of single line cost summary.	This depends upon the design proposal and estimate submitted by bidder
73			General Query	Is any refurbishment work in Scope? Any existing items to be reused?	There is no refurbishment work in the scope. Also, no existing items to be used.
74			General Query	Is this Item rate Contract?	This a fixed price contract.

75	5.7.2	21	14.1	Please specify Carpet type, Nylon or PP?	It will be deliberated and decided during final design, layout and BOMs
76	5.7.2	21	15.4	Which type of False ceiling to be used for specific locations?	Could be mix of exposed ceiling and modular/gypsum as per bidder's design proposal.
77		21	14.1	In Hard flooring, what is the material to be used Marble or Tiles? Also, what is the basic rates for the same?	Depends upon bidder's design proposal.
78		22	15.5. B	Any Fire rated Glass door or partition required for any location?	Depends upon bidder's design proposal.
79			General Query	Is there any demolition required?	Premises is a warm shell area hence no demolition of existing structure to be done.
80			General Query	Whose scope of Mathadi or any other liaisoning would be?	Out of Scope of RFP.
81			General Query	In view of Covid-19 pandemic and partial lockdown, the private offices are not functioning to its full strength. Hence request you to provide extension to the last date of submission of tender by additional 10-15 days.	Time extension for bid submission is not permitted. No Change in bid submission timelines
82	7.8.1.ii.a	26-27	Scanned copy of the bid security in the form of a demand draft or equivalent Bank Guarantee from commercial Bank along with the Technical Bid to be submitted online and the original copy of the same to be couriered as per the instructions provided in the RFP.	It is stated in the RFP clause no. 7.4 Bid Security/ EMD on page no. 25, that, "Exemption for submitting EMD shall be provided by the competent authority on submission of relevant documents as per prevailing MSME Policy of Government of India. We are registered with MSME, thus eligible for the exemption. Hence, please specify, as per the bid requirements, what shall be the submission document if we are exempted from submitting EMD?	Exemption shall be allowed to firms submitting relevant document / certificate satisfying the terms of Govt. of India guidelines for MSME, matching service category mentioned in MSE certificate and services envisaged under this RFP.

83	7.11.1.vii		Criteria for evaluation	Kindly provide the AutoCAD drawing and detailed project requirement along with for preparation of design concept layout, space utilization, area statement, look & feel 3D views etc as specified in the table.	AutoCAD layout will be shared with the interested bidder.
84			General Query	Kindly allow the site visit for better study and costing.	Site visit could be done. Prior intimation has to be provided to ReBIT for fulfilling entry formality.
85			Work Experience - The Bidder Should have completed 2 similar projects of similar carpet area in Mumbai/Navi Mumbai over the last 3 years, Or And should have completed one similar design project of at least 1,00,000 Sq.Ft. within Mumbai/ Maharashtra over the last 5 years	Kindly specify the detailed definition of "Similar projects".	Similar Projects / Works means similar to scope of work (including all facilities / amenities, head counts etc.) and carpet area as mentioned in the RFP
86	Sr. 1. A	29	Quality of Presentation	Need AutoCAD	AutoCAD layout will be shared with the interested bidder.
87	Annexure H	51	Budget Summary	Need AutoCAD	AutoCAD layout will be shared with the interested bidder.
88	Annexure L	57		Need to Submit	PBG can be submitted of any scheduled bank.
89			Projects completed in Mumbai/Navi Mumbai area	Can all India project be considered for showcasing	No Change in RFP terms.

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