

Request for Proposal (RFP)

RFP_007_2024-2025

For Project Management Consultancy Services
YR Gaitonde Medical & Educational Research Foundation (YRGCARE)

Introduction: YRGCARE invites proposals from reputed and qualified Engineering, Architectural, or Project Management Services Consultancy (PMSC) firms with proven experience in managing and delivering projects of similar scale and complexity. The project involves the construction of a Ground + 7 story, 55,000 SFT **Research Center at Baner, Pune (Maharashtra)**, requiring specialized attention to quality, safety, and functionality.

Firms with relevant expertise and a demonstrated ability to deliver projects within tight timelines are encouraged to apply. The total project duration is about **13 months**, (01 Jan. 2025 – 31 Jan. 2026) and the selected firm will be responsible for overseeing all aspects of project planning, procurement, construction, and quality assurance to ensure timely and successful completion. Firms with **local presence** or offices within proximity to the project site will be given preference to ensure on site availability and hands-on management.

Indicative Scope of Work

The scope of work for the PMSC includes, but is not limited to:

1. Project Planning and Scheduling
2. Design Coordination
3. Tender Process and Contractor Appointment
4. Construction Supervision
5. Procurement Assistance
6. Running Bill (RA) Checking & Review
7. Quality Assurance and Control
8. Cost and Financial Management
9. Risk Management
10. Stakeholder Communication
11. Handover and Post-Completion Services including oversight of certifications
12. Defects identification by the PMSC and subsequent rectification by the contractor to the satisfaction of PMSC during the defect liability period.

Knowledge and experience of using of BIM for clash detection/ Construction Management would be an added advantage.

Submission Requirements

Interested firms are required to submit the following documents as part of their proposal:

1. Detailed company profile set down across a maximum of two sides on a single A4 sheet (excluding documents in support of its qualifications here sought).
2. Examples of past projects (include project completion certificates, photos, and client references).
3. **Technical Proposal**
 - Detailed methodology for project execution and management.
 - Resource deployment plan, including key personnel and their qualifications.
 - Approach to risk management, quality assurance, and stakeholder coordination.
4. **Experience in Similar Projects**
 - Details of ongoing and completed projects of similar nature, particularly research labs, healthcare, or institutional buildings.
 - Provide project summaries and references for at least two similar projects.
5. **Plan to Complete the Construction Project in 12 Months**
 - A comprehensive project schedule with milestones, critical paths, and contingency measures.
6. **Detailed Scope of Work**
 - Detailed breakdown of activities and responsibilities as per the scope outlined above.
 - Any additional recommendations or innovative approaches the firm proposes to enhance efficiency.
7. **Financial Proposal**
 - Financial Proposal in Percentage of the Total Project Cost & Stages of payment
8. Financial and legal documentation as outlined including PAN & GST Registration.
9. Any additional documents demonstrating qualifications, awards or certifications.
10. The proposal shall be submitted in two parts: 1. A financial proposal on a password protected document & 2. All other documentation evidencing the technical / business standing of the firm.
11. Electronic submission shall be to the E-Mail box: rfp@yrgcare.org

Financial Stability

- Last three years' audited financial statements evidencing a minimum average turnover of INR 1 crore per year
- Last three years' ITR

Evaluation Criteria

Proposals will be evaluated based on the following weighted criteria:

| Criteria | Weightage |
|---|-----------|
| Experience in similar projects | 20% |
| Local presence and accessibility | 20% |
| Technical proposal and methodology | 20% |
| Plan to complete the project in 12 months | 10% |
| Knowledge & Experience of BIM | 10% |
| Financial Proposal | 20% |

Submission Guidelines

- **Deadline for Submission:** Friday the 03rd January 2025
 - **Mode of Submission:** Proposals must be submitted electronically to rfp@yrgcare.org
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Important Notes

1. The client reserves the right to accept or reject any proposal without assigning reasons.
2. Only shortlisted firms will be contacted for further any discussions or presentations.
3. Firms must ensure that their proposal addresses all the requirements outlined in this RFP to avoid disqualification.
4. YRGCARE reserves the right to modify or cancel this RFP without assigning any reason at any time before the signing of a binding contract of engagement with any firm.

We look forward to receiving your detailed proposals and partnering with a qualified firm to deliver this landmark project successfully.

Sincerely,

Team Procurement

Y R Gaitonde Medical, Educational and Research Foundation