



TENDER DOCUMENT FOR

Construction of Office & Workshop Building for For Indigenous Farmer Organic Spice cluster Sielmat, Churachandpur, Manipur-795128

**Indigenous Farmer Organic Spice cluster
Rural Women Upliftment Society (RWUS)
A project in partnership of IMEDF, DRC & Ministry of MSME, GoI**

Dated: 1st September, 2022

Tender document number: RWUS/CFC/2022-09/01

Notice-Inviting-Tender (NIT) for General Contracting services including Civil, Electrical & Wooden work for office and workshop building at Indigenous Farmer Organic Spice cluster at Sielmat village, Churachandpur District (Manipur)

- I. Rural Women Upliftment Society (RWUS) plans to procure the services of an experienced & registered general contracting firm, to construct the building as per the plans & drawings Provided by architects for the project.
- II. Through this NIT and its related annexes, Rural Women Upliftment Society (RWUS) Invites proposal in specific format fulfilling the requirements as defined in these documents.
- III. In order to prepare a responsive proposal, you must carefully review, and understand the contents of this document.
 1. This letter and the included Proposal Instruction Sheet (PIS)
 2. Introduction & Scope of Work
 3. General Conditions of contract
 4. Proposal Format
 5. Selection of Proposal
 6. Annexures

MS MaryBeth Sanate,
Secretary –
Rural Women Upliftment Society (RWUS)

1. PROPOSAL INSTRUCTION SHEET (PIS)

Submission Deadline	DateandTime: 15 September2022;05.00pm ; City and Country: Churachandpur, India
Tender details	<p>Tender type – Open tender, publicly circulated through website, digitaland media. A non-refundable fee of INR 3000 is applicable. The fee is to be paid through cheque in favour of Rural Women Upliftment Society</p> <p>For Wire transfer - Bank Name: SBI BANK Saving Account Number: 11343708636 Account Name:Rural Women Upliftment Society IFSC Code-: SBIN0006482Branch-Churachandpur branch</p>
Earnest Money Deposit	2 % of the proposed cost of the contract as refundable EMD in favour of Rural Women Upliftment Society . Failed bidders shall be refunded within 20 days. Successful bidder shall submit the Performance Guarantee by Bank, as detailed.
Manner of Submission	<p>Personal Delivery: In a sealed envelope containing two individual packs of Technical & Financial proposal, sealed separately.</p> <p>Courier Mail/ Registered Mail: In a sealed envelope containing two individual packs of Technical & Financial proposal, sealed separately.</p> <p>Electronic submission of Proposal: Password protected files of Financial & Technical proposals submitted as attachments with the cover email. Password must only be provided to Head, Procurement, at the time of tender opening on designated date, by the representative present physically or virtually.</p> <p>Address for submission: Indigenous Farmer Organic Spice cluster, Rural Women Upliftment Society(RWUS), Behind Gospel Centenary Building, Sielmat Box-3, P.O. Churachandpur Manipur-795128</p> <p>Email: mail@rwus.org</p>
Timeline	Three months from the date of LOI
Contact address for requesting clarifications	Requests for clarification shall be submitted 7 days before the deadline for submission of the proposal.Requests for clarification should be addressed to the e-mail address: mail@rwus.org Proposers must not communicate with any other personnel Rural Women Upliftment Society (RWUS), regarding this PIC.

1.1 PRE-QUALIFICATION CRITERIA:

The intending Bidders should fulfill the following minimum pre-qualifying criteria

- **Turnover:** Average Financial Turnover during the last three years should be at least Rs.110 lakhs.
- **Similar works mean:** Establish prior experience of general construction of all types including industrial, commercial and residential civil work. LOI/WO and/or relevant Completion certificate or any other documents to substantiate the work.
- **Profitability:** The applicant should be a profit (net) making firm and should not have incurred any loss in the last 2 (two) financial years or any three out of last five years ending 31st March, 2021 duly certified by Chartered Accountant.
- **GST & Sale Tax Registration:** Bidder must have valid GST, ITR and other mandatory government registration. Copy of PAN, PF, VAT and Service Tax Registration certificate, to be submitted.
- **Liquidity capacity of the bidder:** The bidder must be able to demonstrate enough cash flows for implementing the project in time, through a self-declaration establishing enough cash flows.
- **Team Experience:** The Agency must have at least one qualified and experienced graduate Civil engineer with three years' experience and at least 5 experienced Supervisors to look after the work.
- Rural Women Upliftment Society (RWUS), may appoint **Third Party Inspection** for quality of material, checking of bills construction quality.
- Rural Women Upliftment Society (RWUS), reserves the **right to reject** any or all applications without assigning any reason thereof.

1.2 SUBMISSION CHECKLIST

For submissions by courier/ mail:

Outer envelope containing the following forms:	
• Cover Letter	
• Technical Proposal including all the support documents (plans, illustrations etc), all the relevant proof of pre-qualification/eligibility	
• Financial Proposal duly signed and password protected	
• Signed and Stamped Tender document (all pages)	

For email submissions:

Technical Proposal PDF sent to the technical e-mail address specified in the Invitation Letter includes:	
• Cover letter	
• Financial Proposal duly signed and password protected	
• Password protected Technical Proposals including all the support documents (plans, illustrations etc), all the relevant proof of pre-qualification/eligibility	
• Scanned - signed and Stamped Tender document (all pages)	

Please check-off to confirm the below:	
THE GENERAL CONDITIONS OF THE CONTRACT HAVE BEEN READ, UNDERSTOOD, DULY REVIEWED BY A LEGAL ENTITY FOR MY ORGANIZATION'S ABILITY TO COMPLY AND ACCEPT ALL TERMS.	
Signed and Stamped by the Bidder	

2. INTRODUCTION

A. About the project

Rural Women Upliftment Society (RWUS), is promoting the development of Indigenous Farmer Organic Spice cluster in the south western district of Manipur, with the support of IMEDF, New Delhi, and Desert Resource Centre. The grant for the entire intervention is coming from Ministry of MSME under its SFURTI scheme. The objective of this three-year program is to:

A. Supplementing the incomes earned by 500+ farmers through organized production of high value organic spices from Ginger and Turmeric.

B. Setting up of a state of craft facility for the processing, value addition and premium marketing of organic spice products to create jobs and boost local economic development.

C. Develop necessary institutional and governance support systems for facilitating the organized, holistic and sustainable development of the cluster.

Through this proposal, Rural Women Upliftment Society (RWUS), seeks an experienced technical consultant/consulting firm to provide consulting services of range - collectively represented as **Technical framework for Indigenous Farmer Organic Spice cluster**.

Details of the same as mentioned in the sections further.

B. About Rural Women Upliftment Society (RWUS):

In the last 32 years, Rural Women Upliftment Society (RWUS) has worked in the Churachandpur district on a wide range of socio-economic development themes driven by partnerships. These partnerships are with communities, changemakers, facilitating agencies, governments and other stakeholders. Rural Women Upliftment Society (RWUS) works on Food Security, Livelihood, Women empowerment, Environment and Climate Change, skill development and sustainable energy.

C. Scope of Work

Project Details

Construction of a Common Facility Centre building at the RWUS campus in Sielmat, Churachandpur. The proposed Common Facility Centre (CFC) shall include administrative unit, machinery unit, washing unit, finished product storage unit, warehousing facility along with a training Centre. Plot area – 19382 sq ft with a total built area of 5793.65 sq. ft and ground coverage 30%. To be constructed area is 4810.95 sq ft is envisioned shall include (not exhaustively) the following:

1. Multipurpose administrative block for office, quality control and production teams. A working space for 18workers and process managers.
2. A Washing and cutting block,processing block, packaging area, finished product storage
3. Storage area for different storage functions of the CFC
4. Utilities space

Package of Services required:

Rural Women Upliftment Society (RWUS)is looking for a "turnkey" approach, where the general contractor firm shall implement the entire project from start till the completion.

Site Location

RWUS Campus

Sielmat Village, Churachandpur District, Manipur-795128

3. GENERAL CONDITIONS OF CONTRACT

3.1 GENERAL

The Contract means the documents forming the tender and acceptance thereof and the agreement executed between the competent person on behalf of Rural Women Upliftment Society (RWUS) and the contractor, together with the documents referred to therein including these conditions, the specifications, designs, drawings and instructions issued from time to time by the Architect-in-Charge and all these documents taken together, shall be deemed to form one contract and shall be complementary to one another.

Rural Women Upliftment Society (RWUS), hereinafter called 'RWUS' proposes to get the works executed as mentioned in the Contract.

The work will be executed as per drawings "GOOD FOR CONSTRUCTION", annexed in the tender documents.

In the contract, the following expressions shall, unless the context otherwise requires, have the meaning, hereby respectively assigned to them.

3.2 DEFINITIONS

ARCHITECT-IN-CHARGE means the PROJECT MANAGER of Rural Women Upliftment Society (RWUS) who shall supervise and be in-charge of the work from time to time.

WORKS OR WORK: The expression works or work shall unless there be something either in the subject or context repugnant to such construction, be construed and taken to mean the works by or by virtue of the contract contracted to be executed whether temporary or permanent, and whether original, altered, substituted or additional.

CONTRACTOR means the individual, firm or company, whether incorporated or not, undertaking the works and shall include the legal representative of such individual or the persons composing such firm or company, or the successors of such firm or company and the permitted assignees of such individual, firm or company.

DRAWINGS mean the drawings referred to in the Bill of Quantities, specifications and any modifications of such drawings or such other drawings as may from time to time be furnished or approved by NPCC in consultation with the Client.

SITE means the lands and other places on, under, in or through which the works are to be executed or carried out and any other lands or places provided by NPCC or used for the purpose of the agreement.

APPROVAL means approved in writing including subsequent written confirmation of previous verbal approval.

WRITING means any manuscript typed, written or printed statement under or over signature and/or seal as the case may be.

MONTH means English Calendar month 'Day' means a Calendar day of 24 Hr each.

CONTRACT VALUE means the sum for which the tender is accepted as per the letter of intent.

LANGUAGE: All documents and correspondence in respect of this contract shall be in English Language.

BILL OF QUANTITIES or SCHEDULE OF QUANTITIES means the priced and completed Bill of Quantities or Schedule of Quantities forming part of the tender.

TENDER means the Contractor's priced offer to NPCC for the execution and completion of the work and the remedying of any defects therein in accordance with the provisions of the Contract, as accepted by the Letter of Intent or Award letter. The word TENDER is synonymous with Bid and the word TENDER DOCUMENTS with "Bidding Documents" or "offer documents".

The headings in the clauses/ conditions of tender documents is for convenience only and shall not be used for interpretation of the clause/condition.

Words imparting the singular meaning only also include the plurals and vice versa where the context requires. Words imparting persons or parties shall include firms, companies and other organizations having legal capacities.

3.3 SITE VISIT AND COLLECTING LOCAL INFORMATION

Before tendering, the tenderer is advised to visit the site, its surroundings to assess and satisfy themselves about the local conditions such as the working and other constraints at site, approach to the site, availability of water & power supply, application of taxes, cess duties and levies as applicable, nature of ground, soil and sub-soil condition, underground water table level, accommodations they may require etc., river regime, river water levels, other details of river, streams & any other relevant information required by them to execute complete scope of work.

The tenderer may obtain all necessary information as to risks, weather conditions, contingencies & other circumstances (insurgencies etc.), which may influence or affect their tender prices. Tenderers shall be deemed to have considered site conditions whether he has inspected it or not and to have satisfied himself in all respect before quoting his rate and no claim or extra charges whatsoever in this regard shall be entertained/ payable by the RWUS at a later date.

3.4 HANDING OVER & CLEARING OF SITE

The efforts will be made by RWUS to handover the site to the Contractor free of encumbrances. However, in case of any delay in handing over of the site to the Contractor, the RWUS shall only consider suitable extension of time for the execution of the work. It should be clearly understood that RWUS shall not consider any revision in contract price or any other compensation whatsoever towards idleness of Contractor's labour, equipment etc.

The Contractor shall be responsible for removal of all over-ground and underground structures (permanent, semi-permanent and temporary) and constructions from the site. The cost to be incurred in this regard shall be deemed to be included in the quoted rate of Bill of Quantities items and contractor shall not be entitled for any extra payment whatsoever, in this regard. The contractor, if required, shall demolish old structures on the proposed site, properly.

The useful material obtained from demolition of structures & services shall be the property of RWUS and these materials shall be stacked in workmanship like at the place specified by the Architect-in-charge.

3.5 SCOPE OF WORK

The scope of work covered in this tender shall be as per the Bill of Quantities, specifications, drawings, instructions, orders issued to the contractor from time to time during the work. The drawings for this work, which may be referred to for tendering, provide general idea only about the work to be performed under the scope of this contract. These may not be the final drawings and may not indicate the full range of the work under the scope of this contract.

Drawings released as "GOOD FOR CONSTRUCTION" from time to time by the Architect-in-charge of Urmul and according to be executed according to any additions/modifications/ alterations/ deletions made from time to time, as required by any other drawings that would be issued to the contractor progressively during execution of work.

It shall be the responsibility of the contractor to incorporate the changes that may be in this scope of work, envisaged at the time of tendering and as actually required to be executed.

The quantities of various items as entered in the "BILL OF QUANTITIES" are indicative only and may vary depending upon the actual requirement. The contractor shall be bound to carry out and complete the stipulated work irrespective of the variation in individual items specified in the bill of quantities.

3.6 VALIDITY OF TENDER

The tender for the work shall remain open for acceptance for a period of Seven days (7 days) from the date of opening of Price Bid of tenders. The earnest money will be forfeited without prejudice to any right or remedy, in case the contractor withdraws his tender during the validity period or in case he changes his offer to his benefits, which are not acceptable to Urmul. The validity period may be extended on mutual consent.

3.7 ACCEPTANCE OF TENDER

RWUS reserves to itself the authority to reject any or all the tenders received without assigning any reason. The acceptance of tenders shall be effective w.e.f. the date on which the Letter of Intent of acceptance of the tender is put in the communication by the RWUS. RWUS also reserves the right to split the work among two or more parties at lowest negotiated rate without assigning any reason thereof. The contractor is bound to accept the portion of work as offered by RWUS after split up at the quoted/negotiated rates.

3.8 EARNEST MONEY DEPOSIT

Earnest Money Deposit of amount equivalent to 5% of the proposed contract value, required to be submitted along with the tender shall be in the form of online wire transfer, Demand Draft, Cheque at place as mentioned in "NIT/ Instructions to Tenderer" in favour of **Rural Women Upliftment Society (RWUS)** from any Nationalized Bank of India. The EMD shall be valid for 150 days (One hundred fifty Days) from last day of submission of Tender

EMD shall accompany the offer and placed in the sealed envelope cover of the offer as detailed in the Instruction to tenderer. Any tender not accompanied with the requisite Earnest Money Deposit along with Letter of Acceptance shall be rejected and such tenderer(s) will not be allowed to attend the opening of bids. Conditional tenders will be summarily rejected.

The EMD of all unsuccessful tenderers will be returned within twenty-five (25) days of the Award of the Contract to successful bidder. EMD of successful tenderer shall be refunded after submission of Performance Guarantee by him. No interest shall be payable by RWUS on the said amount covered under EMD/Other security documents.

Once the tenderer has given an unconditional acceptance to the tender conditions in its entirety, he is not permitted to put any remark(s)/condition(s) (except unconditional rebate on price, if any) in/ along with the tender.

3.9 Performance Guarantee

The successful bidder shall within Fifteen (15) days of the acceptance of the LOI, execute a Performance Bank Guarantee as per contract, from a scheduled commercial Bank, for an amount equivalent to the 5% of the accepted contract value, which shall be kept valid for the entire period of work and shall be refunded to the contractor, two months after the successful completion and issuance of completion certificate. The EMD of the successful bidder shall be retained by RWUS until the Performance Bank Guarantee is submitted. The Performance Bank Guarantee of the successful Bidder will be invoked and forfeited if he fails to comply with any of the conditions of the contract.

The contractor shall from time to time, at the request of RWUS shall suitably extend the validity of the performance guarantee as may from time to time be required by RWUS.

The Contractor may also choose to get the Performance Guarantee deducted from each milestone linked payment made in favour of the Contractor by Rural Women Upliftment Society (RWUS). In this case the same percentage of 5% amount shall be deducted and be paid two months from the date of completion

certificate and the final handover. A formal request in writing, shall be made by Contractor for the same post receiving the Lol from RWUS.

3.10 Machinery and site management

All expenses towards mobilisation at site and de-mobilization including bringing in equipment, workforce, materials, dismantling the equipment's, clearing the site etc. shall be deemed to be included in prices quoted and no separate payment on account of such expenses shall be entertained.

It shall be the responsibility of the Contractor to provide, operate and maintain all the necessary construction equipment, scaffoldings and safety, gadget, lifting tackles, tools and appliances to perform the work in a workman like and efficient manner and complete all jobs as per the specifications and within the scheduled time of completion of work. Further, contractor shall also be responsible for obtaining temporary electric and water connection for all purposes. The contractor shall also make standby arrangement for water & electricity to ensure un-interrupted supply.

3.11 Material Management

The procurement and supply in sequence and at the appropriate time of all materials and consumable shall be entirely the contractor's responsibilities and their rates for execution of work shall be inclusive of supply of all these items.

A sex extended period for completion of the works. No escalation/price variation clause shall be applicable on this contract

3.12 INCOME TAX DEDUCTION

Income tax deductions shall be made from all payments made to the contractor including advances against work done, as per the rules and regulations in force, in accordance with the Income Tax Act prevailing from time to time.

3.13 RATE TO BE FIRM

The item rates quoted by the tenderers shall be firm and fixed for the entire period of completion and till handing over of the work. No revision to Percentage rates or any escalation shall be allowed on account of any increase in prices of materials, labour, POL and Overheads etc or any other statutory increase during the entire contract period or extended contract period.

The rates and prices given in the bill of quantities are for completed and finished items of works and complete in all respects. It will be deemed to include all constructional plant, labour, supervision, materials, transport, all temporary works, erection, maintenance, contractor's profit and establishment/ overheads, together with preparation of designs & drawings pertaining to casting yard, shop drawing, fabrication drawing (if required), staging form work, stacking yard, etc. all general risk, taxes, royalty, duties, cess, octroi and other levies, insurance liabilities and obligations set out or implied in the tender documents and contract.

Unless otherwise specified in the Bill of Quantities (BOQ), the contractor has to make his own arrangement for dewatering/ bailing out of water, effluent including strutting, shoring etc at every stage of work wherever required including working under foul conditions as per direction of Engineer-in-Charge at his own cost and the contractor shall not be entitled for any extra payment, whatsoever, in this regard.

3.14 ESCALATION/PRICE VARIATION

No claim on account of any price variation / Escalation on whatsoever ground shall be entertained at any stage of works. All item rates as per Bill of Quantities (BOQ) quoted by Contractor shall be firm and fixed for entire contract period as well

3.15 OBSERVANCE OF LABOUR LAWS

The contractor shall be fully responsible for observance of all labour laws applicable including local law and other laws applicable in this matter and shall indemnify and keep indemnified RWUS (including its sister concerns, and other stakeholders) Technical Agency, Architect, Nodal Agency), against effects or non-observance of any such laws. The contractor shall be liable to make payments to all its employees, workers and sub-contractors and make compliance with labour laws.

If RWUS (including its sister concerns) or any other stakeholder involved with the project (Technical Agency, Architect, Nodal Agency) is held liable to pay contributions under legislation of Govt or Court decision in respect of the employee of the contractor, then the contractor would be liable to reimburse the amount of such payments, and/or same shall be deducted from the payments, security deposits,

3.16 Preventing Child Labour

The contractor shall also abide by the provision of the child labour (Prohibition and Regulation) Act, 1986 and amended from time to time. Any failure to fulfill this requirement shall attract the penal provisions of this contract arising out of the result of non-execution of the work before the commencement of work.

No labour below the age of 18 years shall be employed on the work.

3.17 TECHNICAL STAFF FOR WORK

The contractor shall employ at his cost the adequate number of technical staff during the execution of this work depending upon the requirement of work. The contractor shall not be entitled for any extra payment in this regard. The technical staff should be available at site, whenever required by RWUS to take instructions.

The work under this contract shall be carried out as per BOQ cum rate schedule. In case the description / specification as per BOQ are found to be incomplete. PWD specifications shall be followed. Quantities mentioned in the rate schedule are approx. only and liable for variation due to change of scope of work / variation in schedule of quantities, changes in design etc. The tenderers shall undertake to execute actual quantities as per advise of architect-in-charge and accordingly the final contract price shall be worked out on the basis of quantities actually executed at site in payments will also be regulated for the same. The quantities indicated against each item may vary to any extent and no compensation will be payable in variation of individual quantity to the extent sanction is available.

3.18 ALTERATION IN SPECIFICATION, DESIGN & DRAWING

The Architect-in-Charge shall have power to make any alterations in, omissions from, additions to or substitutions for, the original specifications, drawings, designs and instructions that may appear to him to be necessary during the progress of the work, and the contractor shall carry out the work in accordance with any instructions which may be given to him in writing.

ingsigned bytheArchitect -in-Chargeandsuchalterations,omissions,additions,orsubstitutions shall not invalidate the contract and any altered,additionalorsubstituted work which the contractor may be directed to do inthe mannerabove specified as part of the work shall be carried out by the contractor on thesameconditions in all respects on which he agreed to do the main work. Thetimeforthecompletionoftheworkshallbeextendedinthe proportionthatthe altered,additionalorsubstitutedworkbearstotheoriginalcontractwork,andt the certificate of the Architect-in-Chargeshallbeconclusiveastosuchproportion. Over and above this, a further period to the extent of 25 percent ofsuch extension shall be allowed to the contractor. The rates for such additional,altered or substituted work under this clause shall be worked out in accordancewiththefollowing provisionsin theirrespective order:

Theratesfortheadditional,alteredorsubstitutedworkarespecifiedinthe contract for the work, the contractor is bound to carry out the additional, alteredorsubstitutedworkatthesameratesasarespecifiedinthecontractforthework.

If the rates for the additional, altered or substituted work are not specificallyprovided in the contract for the work, the rates will be derived from the rates fora nearest similar item of work as are specified in the contract for the work. Incase of composite tenders where two or more schedule of quantities/ bill ofquantities form part of the contract, the rates shall be derived from the nearestsimilar item in the schedule of quantities / bill of quantities of the particular partof work in which the deviation is involved failing that from the lowest of thenearest similar item in other schedule of quantity. The opinion of the Architect-in-Charge as to whether or not the rate can be reasonably so derived from theitemin thiscontractwill be finaland binding onthe contractor.

If the altered, additional or substituted work includes any work for which norate is specified in the contract for the work and which cannot be derived in themanner specified in sub para (i) and (ii) from the similar class of work in thecontract then such work shall be carried out at the rates entered in the Scheduleofrates(PDW-Manipur circle)plusthepercentageaboveorbelowtothequotedrates.

Iftheratesforthealtered,additionalorsubstitutedworkcannotbedetermined in the manner specified in sub-clauses (i) to (iii) above, then thecontractor shall, within 7 days of the date of receipt of order to carry out thework,informtheArchitect-in-Chargeoftheratewhichitishisintentiontocharge for such class of work, supported by analysis of the rate or rates claimed,and the Architect-in-Charge shall determine the rate or rates on the basis ofprevailing market rates of the material, Labour, T&P etc. plus 10% (Ten percent)to cover the contractors supervision, overheads and profit and pay the contractoraccordingly.TheopinionoftheArchitect-in-Chargeastothecurrentmarketrates of materials and quantum of labour involved per unit of measurements willbefinaland binding onthe contractor.

However, the Architect-in-Charge, by notice in writing, will be at liberty to cancelhis order to carry out such class of work and arrange to carry it out in suchmannerashemayconsideradvisable.Butundernocircumstances,thecontractor shall suspend the work on the plea of non-settlement of rates of itemsfallingunder the clause.

3.19 JURISDICTION

TheIndianLawsshallgovernthiscontractforthetimebeinginforce.

TheagreementshallbeexecutedatChurachandpuronnon-judicialstamppaperpurchased in Churachandpur and

the Courts at Churachandpur alone will have jurisdiction to deal with matters arising there from, to the exclusion of all other courts.

3.20 CONTRACT AGREEMENT

The Contractor shall enter into a Contract Agreement with the RWUS within 7 days from the date of receipt of Letter of Intent or within such extended time, as may be granted by the RWUS. The cost of stamp papers, stamp duty, registration, if applicable on the contract, shall be borne by the Contractor. In case, the contractor does not sign the agreement as above or start the work within 7 days of the receipt of letter of intent, his earnest money is liable to be forfeited and letter of intent consequently will stand withdrawn.

3.21 Payments as per GCC conditions

1. The rate quoted by the contractor shall be including all the applicable taxes. The taxes should be mentioned separately in the quotation as per the applicable rates.
2. This will be a Performance-based-payment contract. Tranches of the payment shall be divided linked with various milestones mutually developed by the contracting agency and the contractor selected (having received the LoI).
3. There shall be no advance issued whatsoever.
4. Proper bills duly approved by the Project Manager, shall be submitted to RWUS Trust office for processing.

3.22 Query Addressal

Each bidder shall carefully examine Bidding Documents and all Addenda or other revisions and thoroughly familiarize himself with the detailed requirements prior to submitting a proposal. Should a bidder find discrepancies or ambiguities in, or omission from Bidding Documents, or should he be in doubt as to their meaning, he shall, at once, and in any event not later than seven (7) days prior to bid date, notify the procurement team at RWUS, who will send written addenda to all bidders. All addenda sent to bidders will become a part of the Contract Documents. All questions during the bid period shall be directed in writing to **MS. Marybeth Sanate**, Secretary – Secretary, mail@rwus.org

4. Proposal format:

There will be two part to the proposal. A technical and a financial proposal must be submitted separately. Both should be submitted separately duly signed off by bidder.

Part a: Technical Proposal

1. **Provide the following information:**
 - Legal Name of Firm/Consultant including complete address
 - Two contact persons including mobile number, emails and
 - Tax registration (PAN, GST)

- Team members and leader profile
- Details of the previous three years of revenue

2. **Provide a General Statement of Qualification that responds to the project background information given above.**

3. **For your last three projects, provide the following:**

- Name of project
- Client contact
- Total project budget
- Project completion certificate

4. **Self-declaration establishing liquidity of the firm**

Part b: Financial Proposal

Please provide the line-item wise costs estimates for the detailed items as annexed in annexure I. Refer to the annexure II – plans and drawings.

5. Selection of Proposal:

Rural Women Upliftment Society reserves the right to reject any and/or all Proposals when such rejection is in the interest of the project and the organization to reject Proposal of Bidder who has not met the prerequisites of the bid proposal, who has previously failed to perform properly or complete on time contracts of a similar nature; and to reject proposal of Bidder who is, in the opinion of the selection committee, in a position to perform the contract. Rural Women Upliftment Society also reserves the right to waive any information and technicalities in bidding.

Contract will be awarded on the basis of three factors which are described below. Each factor will be rated and the contract will be awarded (unless all bids are rejected), under normal circumstances, to the bidder receiving the highest number of points. Points will be awarded for Bid Proposals exceeding the minimum standards as described in Bidder's Pre-Qualifications. Rural Women Upliftment Society selection committee reserves the right, however, to award contract to its best interest.

Price = 60 Points. The highest number of points in this category will be given to the lowest responsible bid price.

Capacity = 20 Points. Points will be awarded on the basis of prior experience in performing similar work produced in each of the previous three years; technical and financial resources involved; record of the past job performance.

Prior Experience = 20 points for the prior experience delivering similar assignments.

5. Annexures

Annexure 1- BOQ

Annexure 2–Detail Plan
Annexure 3- Grid Plan
Annexure 4- Roof plan
Annexure 5- Site plan