

SURAT SMART CITY DEVELOPMENT LTD.

Smart City Cell

ADDENDA & CORRIGENDUM 3

Name of work: Request for proposal (RFP) for The Appointment of Consultant for Techno Financial Feasibility Report and Entire Transaction
Advisory services for Innovation, Incubation, Start up and Trade Facilitation Centre under Smart City Mission at Surat.

Reference: Tender notice (on line) No. GM(Engg)/SSCDL/Smart City Cell/ABD 17/01/2017-18

Sub: Addenda & Corrigendum

Date of issue of RFP: 27/04/2017

Sr. No.	RFP Reference	Queries/Suggestions provided by the Bidders	Response/Corrigendum if any
1.	<p>General Terms and Conditions:</p> <p>For the purpose of realization of DD the Bidder shall send the DD as original through RPAD/ Speed Post so as to reach Account Department Main Office within 7 days from the last date of uploading</p>	<p>Request you to also allow Bid submission through reputed Private Couriers.</p>	<p>Hard Copy Submission shall be by RPAD/Speed Post only.</p>
2.	<p>Project Duration:</p> <p>As described in RFP</p>	<p>Please clarify the maximum project duration.</p>	<p>The project duration shall be as per RFP clause no. 2.2 (Milestones, Deliverables and Payment terms)</p>
3.	<p>Clause 1.9.1:</p> <p>The cost of RFP document (Bid Fee) is Rs. 5,000/- (Rupees Five Thousand Only). which shall be submitted in the form of Demand Draft drawn from a Nationalized Bank in favour of "Surat Smart City Development Limited", payable at Surat and to be submitted in envelope Technical proposal online by scanning and original in hard copy)</p>	<p>Request you to permit Demand Draft from a "SCHEDULED COMMERCIAL BANK" for Bid Document fee and Earnest Money Deposit Also, reference to clause 1.20.1 of the same RFP, Performance Guarantee is already being accepted from a "SCHEDULED BANK" and this may kindly be extended to clause 1.9.1 as well</p>	<p>EMD, RFP Fee and Performance Security shall be submitted through All nationalized bank and the following scheduled bank only with their respective forms. Allowed Scheduled banks are: Yes Bank Ltd., The Mehsana Urban co op. bank Ltd., Axis bank, ICICI Bank, HDFC Bank, Kotak Mahindra Bank, The Kalupur Commercial co op Bank, Rajkot Nagrik Sahkari Bank Ltd., The Ahmedabad Co op Bank Ltd.</p>
4.	<p>Clause 2.1.1 sub point -12:</p> <p>Identify and finalize the all Infrastructural/IT requirements for the development of Innovation, Incubation, Start up and Trade Facilitation Centre</p>	<p>Kindly elaborate the meaning of IT requirements</p>	<p>It is the scope of the Project Reports.</p>
5.	<p>Clause 2.1.1 Phase 1 sub point 2:</p>	<p>Kindly clarify what support SSCDL will provide to</p>	<p>SSCDL shall provide the venue cost and</p>

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	Conduct surveys, interviews, workshops, seminars also to evaluate regional economy growth, to find out entrepreneurial and intellectual property activity and potential job creation.	the Consultants including venue and other expenses for conducting Workshops/seminars.	other expanses on its own, but consultant shall has to manage the other things, e.g. schedule and topics of talk, invitation of experts, citizen and stake holder engagement etc.
6.	<p>Clause 2.1.1: Scope of Work Operating/Business Development Plan: If the outcome of the Phase 1 Feasibility Study is favourable and acceptable by the Authority, the consultant shall prepare a business plan and financial pro forma for the project.</p>	<p>Please clarify how long SSCDL will take for approval of Vision cum Feasibility Report prepared in Phase - 1</p> <p>Please clarify time required between approval of Phase – 1 and Commencement/Issue of Work order of Phase - 2</p>	The approximate approval of Vision cum Feasibility Report may take 2-3 weeks, and as it get approved the work order will be issued for phase 2.
7.	<p>Clause 2.3: Prepare presentation during the work and also prepare the drawings if needed</p>	<p>The scope envisaged by SSCDL encompassing Vision cum Feasibility Report and Operating/ business development plan doesn't seem to involve any architectural deliverable.</p> <p>Kindly clarify what drawings are required to be prepared; and whether any architectural drawings are required.</p>	<p>Presentation should be as and when as requirement;</p> <p>No Detailed architectural drawings are needed, however it is expected from bidder that the functional scope for building of the project to be defined.</p>
8.	<p>Clause 3.4.1 (e) & Annexure 4: Eligibility Criteria: Average annual turnover of the Bidder in the last three financial years (i.e. 2013-14, 2014-15, 2015-16) shall be at least Rs. 50.00 lakh</p>	Kindly clarify that in case of a bank, INCOME for last 3 financial years can be provided instead of TURNOVER and therefore that the word “turnover” in the format for ANNEXURE 4 can be replaced by the word “income”.	Consider as "turn over/income".
9.	Annexure 3: Name of Principal Architect Details of Registration with Council of	Kindly clarify that this is relevant only in case of an architectural firm and not applicable to non-	Minimum one no. of personnel of the consultancy/company should be

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	Architecture, India	architectural firm interested to apply for the tender	registered with Council of Architecture, India.
10.	Annexure 17: Declaration of Conflict of Interest Declaration of Conflict of Interest: Assessment and Declaration regarding potential conflict with any entity.	(a) Is this declaration required from all bidders (or only in case of a perceived conflict with any entity) (b) Kindly provide any specific Format of text for the declaration	Conflict of Interest is required from all bidders and it shall be "self declaration".
11.	Clause 1.10, Sr. No. 4: Key Personnel Financial Expert: Qualification: CA or Bachelor and Master Degree in commerce.	Request to change it to MBA specialization Finance who can do justice to the desired outcome.	CA or MBA with finance shall be accepted.
12.	Clause 3.5.2 Table 3-1 Sr. No. III & Annexure 4: Financial Capability Gross financial turnover of the Bidder in last three financial years (2014-15 to 2016-17) from consultancy fees <ul style="list-style-type: none"> • Upto Rs. 50 lacs – Marks 3.0 • More than Rs. 50 lacs – 5.0 • More than Rs. 1.0 Cr – 8.0 Audited financial results of all relevant years and summary to be submitted with CA's certificate as per Annexure 3. Format Statement Showing Financial The format in Annexure 4 requires turnover	Kindly clarify which three financial years. As the audited reports of FY 2016-17 are not available, request you to consider period from FY 14-16. For a public listed company, where the annual reports are in the public domain request you to accept CA certificate and the relevant links to annual report on the company website. We feel the financial eligibility of INR 50 lakhs is too less for a project of this nature. Hence we request the agency that the minimum consulting turnover of more than INR 50 Crore be kept as a cut off to encourage serious bidders.	The minimum average consulting turn over/income for last three FY (i.e. 2014-15, 2015-16, 2016-17) shall be 10.00 cr and Audited Report of last 3 Financial year (i.e. 2014-15, 2015-16, 2016-17) shall be submitted in soft copy in online submission. However only for the FY 2016-17 the CA certification shall be accepted. For Technical Evaluation the marking system for turn over shall be as given below: If 10.00 cr- 3.0 marks, 11.00 to 20.00 cr- 5.0 marks, and more then 20.00 cr- 8.0 marks

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	from 2013-14 to 2015-16.		
13.	<p>Annexure 6: Project Level Experience</p> <p>For each project shown in the table, the following should be enclosed:</p> <ul style="list-style-type: none"> • A detailed Project Information Sheet (format enclosed below) should be enclosed • A Project Completion Certificate/ email from client/ last payment details and Green rating certificate/Evidence. 	<p>Please clarify that ongoing as well as completed assignments would be accepted.</p> <p>Most projects don't get completion letters and often project implemented gets stalled due to various inevitable factors and doesn't reach the conclusion stage. Kindly clarify that W/O would suffice in such cases.</p>	<p>Only completion certificate shall be accepted.</p> <p>However if 80% work is completed then it shall be accepted.</p>
14.	Others	<p>Requesting SMC/SSCDL to share previously prepared/existing survey data on the local market/economy.</p> <p>Also requesting SSCDL to assist and facilitate selected consultant for co-ordination with other stakeholders whose time/inputs may be required during the course of the project.</p>	Available data shall be shared with the successful bidder.
15.	<p>Clause 1.10. Key Personnel:</p> <p>7. Local Economic Expert</p> <p>Shall aware of local economy and business growth. Shall have a good knowledge of economy of Surat</p>	<p>We feel, this position is not required as other experts of the team- Sector Expert & Leasing Expert/ PPP Expert would take into consideration aspects such as local economy of Surat and growth drivers, while preparing the Techno Financial Feasibility Report for the Innovation, Incubation, Start up and Trade Facilitation Centre</p>	<p>Consultant shall give a letter promising of providing the local economy expert within online technical submission and after awarding the contract, consultant has to provide the same.</p>
16.	Clause 2.2. Milestones, Deliverables and	We understand bidders are required to quote	No change in Price Bid Format

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	<p>Payment terms: Annexure 18: Format For Price Bid</p>	<p>separate Consultancy Fees for both the deliverables a) Vision cum Feasibility Report for Innovation, Incubation, Start up and Trade Facilitation Centre b) Operating/Business Development Plan for Innovation, Incubation, Start up and Trade Facilitation Centre</p> <p>Based on our experience of undertaking similar assignments in the past we feel, these should not be treated as separate services as they are inter-linked. We request the agency to modify the payment terms accordingly.</p>	
17.	<p>Clause 3.4 Eligibility Criteria: d) The Bidders must have worked on at least one innovation/ start up/ Incubation/ trade facility centre with feasibility and operation model/business model or vision report</p>	<p>We request you to remove clause stating “The Bidders must have worked on at least one innovation/ start up/ Incubation/ trade facility centre with feasibility and operation model/business model or vision report”. Since it is Techno Financial Feasibility Report and Entire Transaction services so any kindly of project in similar nature services should allowed.</p>	<p>Clause 3.4 Eligibility Criteria: d(revised): The Bidders must have worked on at least one innovation/ start up/ Incubation/ trade facility centre or similar kind of project that involves setting up of organisation / institution. This criteria shall have, as given in table 3.1 maximum of 10 marks.</p>
18.	<p>Clause 3.5.2 Criteria for evaluation of Technical Proposals: II) Experience of Work: ▪ The Company/Consultancy with experience in preparation of Techno-</p>	<p>Experience of Work</p> <ul style="list-style-type: none"> • Maximum: 25 Marks, how many more projects are required to display with above criteria and what are the marking for nos of the projects. 	<p>If bidder displays more additional project then it will have maximum allotted marks.</p>

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	<p>Commercial Feasibility Report for minimum 02 no. of any project not less than Rs. 10.00 crores each or 01 no. of any project not less than Rs. 15.00 crores. (15 marks)</p> <ul style="list-style-type: none"> • Maximum: 25 Marks, if more projects are displayed with above criteria • Consultant must have worked on Innovation/ Incubation centre/ start up/ Trade facilitation/ similar project for preparing policy and operation model/business model (max 10 marks) 	<ul style="list-style-type: none"> • How many projects required for Innovation/ Incubation centre/ start up/ Trade facilitation/ similar project for preparing policy and operation model/business model (max 10 marks) and what are the marking for nos of the projects. 	
19.	<p>Clause 2.4.2: All design calculation along with original Architectural/Structural drawings on computer floppy/CDs shall be submitted for record and shall be the property of SSCDL</p>	<p>Kindly advice if the consultant is required to develop to the Architectural/Structural drawings of the Innovation, Incubation, Start up and Trade Facilitation Centre as part of the scope</p>	<p>Presentation should be as and when as requirement; No Detailed architectural drawings are needed, however it is expected from bidder that the functional scope for building of the project to be defined.</p>
20.	<p>Table 3.1 - Presence of professionally qualified staff:</p>	<p>Kindly clarify if the experts should be in-house or can they be taken as external advisors on contract for the duration of the project.</p>	<p>If bidder hire the external advisor then SSCDL shall require the letter of support of acceptance from the external advisor.</p>
21.	<p>Experience of work:</p>	<p>We understand that the past eligibility experience criteria of the consultant would be preparation of techno commercial feasibility report of any project and not necessarily for innovation/ incubation centre/ start up/ Trade facilitation.</p>	<p>Eligibility criteria is revised as " The Bidders must have worked on at least one innovation/ start up/ Incubation/ trade facility centre or similar kind of project that involves setting up of organisation /</p>

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		Kindly confirm. Also please confirm whether ongoing projects would be considered	institution." And if 80% work is completed then it shall be considered. For Technical evaluation table 3.1 point no. 2 any project shall be considered for techno commercial feasibility report.
22.	Annexure 6 – Project level experience:	In the column of “ Year of Completion”, kindly advice whether the same is for the completion of the consultancy project or for the physical project structure for which the consultancy work has been undertaken	In the column of "Year of Completion" indicates the completion of consultancy services.
23.	Annexure 6: Instruction: b. For each project shown in the table, the following should be enclosed ○ A detailed Project Information Sheet (format enclosed below) should be enclosed ○ A Project Completion Certificate/ email from client/ last payment details and Green rating certificate/Evidence.	Request you to kindly clarify if the Green Rating Certificate is mandatory, since for some projects for which the consultancy services have already been provided, the construction of the project structure may be a work in progress	Consider 2nd point of 'b' in Instructions of Annexure 6 (A Project Completion Certificate/ email from client/ last payment details and Green rating certificate/Evidence) as deleted.
24.	Others	In the event of absence of Completion Certificate, kindly confirm if the invoice copy can be submitted as documentary proof	Only completion certificate shall be accepted. However if 80% work is completed then it shall be accepted.

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25.	<p>Clause 4.1.1</p> <p>The Consultants shall check that any manufacturing or construction firm with which they might be associated with will not be eligible to participate in bidding for any goods or works resulting from or associated with the project of which this consulting assignment forms a part.</p>	---	Consider clause 4.1.1 as deleted
26.	<p>Table no. 3.1</p> <p>Point no IV:</p> <p>Presentation of project as per Scope of work</p>	<p>Bidders requested to intimate them before 3-4 days.</p> <p>And also not to submit in technical Bid.</p>	It is not mandatory to submit Presentation in technical bid, however authority shall intimate date and time before 3-4 days.
27.	other	<p>We would also like to seek clarification on whether the bid can be submitted using the e-signature feature, wherein the scanned copy of the signature of the Authorised Signatory and the company stamp would be posted in each page and with the same copy being printed for the physical submission. Kindly confirm.</p>	Bidder has to sign and stamp on each page of all supporting document and then it shall be submitted.
28.	<p>Annexure 3: Bidder's Organisation</p> <p>Supporting documents required</p> <ul style="list-style-type: none"> • Incorporation Certificate • Service Tax Registration Certificate • PF registration Certificate 	<p>Kindly clarify if the supporting document requirement can be substituted by published annual reports of public listed company</p>	No Change

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	<ul style="list-style-type: none">IT Pan Card Copy		

Unless and otherwise amended as above, all RFP conditions shall remain unchanged.

This **Addenda and Corrigendum-3** is published and attached herewith In addition to the online RFP published vide Tender Notice no. GM (Engg)/SSCDL/Smart City Cell/ABD 17/01/2017-18, Bidders are instructed that all **Addendums** shall be treated as a part of Tender Document and shall be submitted along with the RFP Document.

**General Manager (Engg)
Surat Smart City Development Ltd.**