

REQUEST FOR PROPOSAL(RFP)
Ref: MSS/RFP/2023/001
**RFP Submission Form for the provision of
Dormitory Construction
Timescale**

Event	Date and Time
RFP Issue Date	13/Dec/2023
Request for clarification of the RFP document content:	25/Dec/2023
Closing date for submission of RFP Documents:	27/Dec/2023
Bid Opening:	28/Dec/2023

1. Introduction

Marie Stopes Services Pvt. Ltd. (MSS) is a well-established organization delivering Family Planning and Sexual Reproductive Health services through-out the country. It works in partnership with Marie Stopes International UK (MSI), a global social business providing reproductive health services across the world with a mission of ensuring individual's fundamental right to have children by choice not chance. MSS aims to increase access & utilization of RH services in underserved areas.

2. Objective

MSS invites an Invitation for Bid from qualified firm/company/agency for constructing Dormitory building.

3. Language

All bids should be submitted in English. The contract and all future correspondence will be done in English.

4. Contract terms

The Framework Agreement/ Contract (FA) will be valid for a period of committed lead time from the date of signature.

The contract will be a supply agreement/fixed term for the period stated above.

5. Scope of Work

Below is the list of jobs to be performed. Interested company are requested to call the organization at 01-4419371 for site visit. The site visit will be during office time, Monday through Friday from 11:00am to 4:00pm.

Major work is related to construction of the Dormitory. Details are as below.

1. **Site clearance work** with disposal of debris after completion of work.
2. Earthwork excavation for Foundation and trenches in the all types of soil to the designed depth as per the design and drawings by manual means including lift up to 1.5 m & haulage up to 10 m as per the site conditions all complete.
3. Compaction on foundations using plate vibrator with water sprink
4. Back filling of structures by excavated soil including transportation with necessary compaction using plate vibrator as per drawings, specification, BOQ and instruction of Engineer.
5. Providing and laying Plain Cement Concrete (PCC) of M15 grade (1:3:6) (Cement : Sand : Aggregate, W/C ratio no more than 0.45) at specified places, including the necessary the cost of mechanical mixing, transportation, mechanical compaction and curing of concrete as per drawings, specification, BOQ and instruction of Engineer.
6. Providing & Placing of Second Class Chimney made Brick Work for foundation in 1:6 C/S Mortar at perfect line and level including necessary curing and all complete work as per instruction by the Engineer.
7. Supplying, mixing, placing, compacting & curing of different mixes of reinforced cement concrete for Tie beam, Upper Beam, Sill and Lintels of M20 grade 1:1.5:3 excluding formwork & rebars cost as per drawings, specification, BOQ & instruction of Engineer.
8. Supplying and placing different dia TMT reinforcement bar including, cutting, bending, placing in position and binding with 18 gauge black iron binding wire all complete as per drawings, specifications, BOQ and instruction of Engineer.
9. Providing & laying of Second Class Brick Masonry in Cement Sand mortar in 1:6 ratio at all height above plinth level with approved class chimney made bricks in perfect line and level finishing including necessary wetting the bricks, packing the joints, scaffolding and curing all materials and labor complete as per drawings, specification and instruction of Engineer by the site Engineer.
10.
 - a. UPVC Casement Window(frame 60*60 mm, sash 60*78mm White Colour With 5mm Glass)
 - b. Well seasoned Sal wood chaukath for openable door with good finish of approved wood including supplying, fixing in position with necessary M.S. hold fast as per drawing, specification and instruction all complete
 - c. Supplying and fitting 38 mm thick Sal wood flush door shutter with 4 mm thick ply outside of shutter and 4 mm thick commercial ply inside of shutter including necessary hardwares as per drawing, specification and instruction all complete
 - d. Well seasoned Sal wood chaukath for Main entrance door with good finish of approved wood including supplying, fixing in position with necessary M.S. hold fast as per drawing, specification and instruction all complete
 - e. Well seasoned Sal wood khapa for Main entrance door with good finish of approved wood including supplying, fixing in position with necessary M.S. hold fast as per drawing, specification and instruction all complete
11. **Roof Works:** Providing and laying of approved Blue Colour CGI 0.4 mm thick roof sheets (24 gauze) including the cost of lifting, placing in position, overlaps, wastages, cutting auto tap screws in proper line and level all complete as per manufacture's guidelines and instructions . Providing, fabricating, erection, installation and finishing of structural mild steel works as per design at specified places including the cost of moving, cutting, welding, cleaning and the cost of one coat of metal primer in all members, with

necessary MS Truss Pipes (3inchx 11/2 inch) thickness 2mm @ 3 ft spacing along 18 ft length and Purlins Pipes (11/2x11/2) thickness 2mm @ 3 ft spacing along 28 ft length all line and level as per design, specification and instruction of Engineer.

- 12. Gutter Works:** Blue color 0.5 mm thick colour sheet and Two numbers of 4inch pipe of length 10 ft for the provision of water drainage as per design, specification and instruction of Engineer.
- 13. Interior Plaster Works:** Minimum 12.5 mm thick Interior Plaster work in 1:4 Cement/sand mortar at various walls including necessary curing and all complete work as per instruction by the Engineer.
- 14. Exterior Plaster Works:** Minimum 12.5 mm thick Exterior Plaster work in 1:4 Cement/sand mortar at various Exterior walls including necessary curing and all complete work as per design, specification and instruction of Engineer.
- 15. Interior Walls Painting Works:** Supplying and applying two coats of Distemper paint with one coat of primer on interior wall surface all complete as per design, specification and instruction of Engineer.
- 16. Exterior Walls Painting Works:** Supplying and applying two coats of plastic emulsion paint with one coat of primer on exterior wall surface all complete as per design, specification and instruction of Engineer.
- 17. Main Door Painting Works:** Supplying and applying two coats of Grey Enamel paint with one coat of wood primer on both interior and exterior wall surfaces of the door all complete as per design, specification and instruction of Engineer.
- 18. Foundation Works:** Compaction and Brick soling on foundations using plate vibrator with water sprinkling as per design, specification and instruction of Engineer.
- 19. Concreting Works Inside Dormitory:** 38 mm thick (1:2:4) cement concrete floor casting with proper mixing, placing, compaction including rubbing, screeding 30 mm thick with punning & curing all complete as per design, specification and instruction of Engineer.
- 20. Concreting Works Outside Dormitory:** 50 mm thick (1:3:6) cement concrete floor casting Outside the Dormitory with proper mixing, placing, compaction including rubbing, screeding 30 mm thk with punning & curing all complete as per design, specification and instruction of Engineer.
- 21. Providing, fabrication, erection, installation and finishing to build MS steel framework of MS square pipes (3 inchx3 inch) thickness 2mm @ 2 ft spacing along 11 ft length and 2 inchx 2inch thickness 2mm @ 3 ft spacing along 16.5 ft length, to support 0.4mm plain CGI sheet as base for 75 mm thick 1:1.5:3 concrete floor with 10 mm dia rebars @150 cc in line and level as per design at specified places including the cost of moving, cutting, welding cleaning and the cost of one coat of metal primer in all members as per drawings, specification and instruction of Engineer.**
- 22. Electrical Works:** Supply and installation of light points wiring from DB to various points for storage room and staff dormitory room with cable 2.5 mm and Cable 1mm Prakash Cable or Janta Cable or equivalent. Listing wiring 20mm, Tube Light (6 Nos), 18 Watt Lead Bulb (8 Nos), Bracket Holder Screw Type (8 Nos), Power Socket (6 Nos) ABB Norysis, Schneider, North West or Equivalent, Switch Inside (2 Nos) (3x5 6 Gang with Socket), Outside Switch (2 Nos) (2 Gang 3x3 with socket) DB Box 12 Way, DPMCV (1 No), MCV (10 No) PVC Box (8 Nos), Tape, Grip and screw and all accessories required for storage room and staff dormitory room as per drawings, specification and instruction of Engineer.
- 23. Submersible Pump and Pipe Installation Works:** 750 W (1.0 HP), Brand - Tirumala/Mantec/Ingco Voltage: 220-240 V (50 HZ), Input power:750 (1.0 HP), Max Head :32 M, Max. Flow: 120 L/Min, Pipe diameter 1inch, Copper wire motor, 9 M length cable also included. Pipe 1 inch diameter pipe, weight 13 KG, Length 30 meters Brand Nepatop or Panchakanya and gear valve (1 Nos) Male Union with nozzle (1 Nos) as per drawings, specification and instruction of Engineer.
- 24. Other required as per site map.**

6. Bid evaluation criteria

MSS will seek to award the proposal to the most economically advantageous bid received. The criteria that will be assessed are:

6.1. Essential Criteria:

Bidders must meet the following criteria:

- Bidder's company registration in Nepal, tax clearance, latest audit report and all required documents listed on [Checklist](#) below
- Bidder's must confirm and sign all the bidding documents along with attached code of conduct

6.2. Weighting Criteria

The Evaluation criteria are scored as follows:

	Technical Evaluation Criteria	Max Score (100%)
1	Company legal Status	60
2	Relevant Expertise (Customer service / Reference Check/Past Work experience)	20
3	Lead Time (Project Completed time)	20

Financial Evaluation Criteria will be assessed against the below criteria only for technically qualified bidders:

	Financial Evaluation Criteria	Max Score (100%)
1	Cost/Price	100

MSS's appointed procurement committee will assess all criteria based on the information submitted in the RFP documents. The contract will be awarded to the Bidder scoring the highest combined scores.

Customer Service will be assessed from MSS's previous experience or from the feedback gathered from the referees provided on the Questionnaire (App 3).

6.3. Period of validity of proposal

Proposals shall remain valid for 90 days after the date of proposal submission. A proposal valid for a shorter period shall be rejected because it is non-responsive.

7. Requests for clarification

Please e-mail any requests of clarification to: procurement.spn@mariestopes.org.np MSS will respond to all enquiries as soon as possible.

Please note that requests for clarification will not be accepted after date mentioned in the Timescale.

8. Preparing the RFP Documents

Please ensure that all bids are completed in full. Incomplete bids will be rejected.

A list of the items that need to be submitted with your bid are included below:

Please tick ✓ in following whether "Yes, No or Not Applicable"					
S. No.	Documents Required	YES	NO	NOT APPLICABLE	Remarks if any
	Technical (1st Separate envelop)				
1	Application Letter				Compulsory
2	Signed and Stamped RFP Submission Form/ Term of Reference (Appendix 1)				Compulsory
3	Signed Code of Conduct (Appendix 2)				Compulsory
4	Supplier Questionnaire (Appendix 3)				Compulsory
5	Bidders Representation Form (Appendix 4)				Compulsory
6	Experience letter with Client List				If relevant
7	Sample of past completed work				If relevant
8	Copy of Company Registration				Compulsory
9	Vat Registration with renewal documents				Compulsory
10	Tax Clearance Certificate (year 2079/80 or 2078/79)				Compulsory
11	Latest Audit Report (year 2079/80 or 2078/79)				Compulsory
12	Other Company related Documents				If relevant
	Financial (2nd Separate envelop)				
1	Price Schedule/Quotation (Appendix 5)				Compulsory

9. Submission of the bid

The Bidder shall seal the proposal in outer **envelope and include 2 (two) inner envelope for financial and technical document separately**, as detailed below.

(a)The Outer envelope shall be addressed to:

Procurement Department
Marie Stopes Services Pvt. Ltd.
Baluwatar (opp. Chinese Embassy) Nepal
977-1-4516692
Reference marked with **MSS/RFP/2023/001**

(b) The **inner envelope** shall indicate the **Name and Address of the Bidder**.

Please do not send soft copy documents via email. The documents must be delivered in SEALED ENVELOPE by 27th of December 2023, 5:00 pm.

- In submitting a bid it will be implied that you accept all the provisions of this RFP including all terms and conditions stated.
- MSS reserves the right to issue the response to any clarification request made by you to all bidding Organisations.
- The information contained in these RFP documents and in any related written or oral communication is believed to be correct at the time of issue but MSS will not accept any liability for its accuracy, adequacy or completeness and no warranty is given as such.
- By issuing these RFP documents, MSS is not bound in any way to enter into any contractual or other arrangement with you or any other party.
- It is intended that the procurement will take place in accordance with the provisions of these RFP documents but MSS reserves the right to terminate, amend or vary the procurement process by notice to all bidding organisations in writing. MSS will accept no liability for any losses caused to you as a result of this.
- You will not be entitled to claim from MSS any cost or expenses that you may incur in preparing your Response irrespective of whether or not your proposal is successful.
- All information supplied to you by MSS, either in writing or orally, must be treated in confidence and not disclosed to any third party (save to your professional advisers) unless the information is already in the public domain.
- There must be no publicity by you regarding the Project or the future award of any Contract unless MSS has given expressed written consent to the communication.
- Any attempt by you or your appointed advisers to inappropriately influence the Contract award process in any way will result in your bid being disqualified.
- Any direct or indirect canvassing by you or your appointed advisers in relation to this procurement or any attempt to obtain information from any MSS employees or agents may result in disqualification.
- MSS reserves the right to disqualify you if you do not submit your bid in a manner consistent with the provisions set out in Instructions to Bidders.
- It is your responsibility to ensure that any sub-contractor and adviser abides by these Conditions of RFP.

10.List of Appendixes

Appendix	Appendix Reference Number
RFP Submission Form	Appendix 1
Code of Conduct	Appendix 2
Supplier Questionnaire	Appendix 3
Bidder Representation Form	Appendix 4
Price Schedule/Quotation	Appendix 5