

GANGOTRI CO-OPERATIVE HOUSING SOCIETY LIMITED

(Registration No: NBOM/CIDCO/HSG/(T. C)/10344/DR/2024-2025 DATED 05/09/2024)

PLOT NO. 4, NL-5, BUILDING NO : 7 TO 12, SECTOR-3, NERUL, NAVI MUMBAI 400 706.

Ref No. GCHSLTD/014/12

Date : 24-12-2024

TENDER DOCUMENT

Appointment of Project Management Consultant (PMC) for the Redevelopment of the existing buildings of Society Name – GANGOTRI CO- OPERATIVE HOUSING SOCIETY LTD, Society Address – PLOT NO -4, SECTOR -3; NERUL.

Navi Mumbai, Maharashtra- 400 706.

Type of Tender: Item Rate Tender

Cost of Tender Documents: Rs. 10,000/- (Rupees Ten Thousand Only) (Non-refundable)

EMD (Earnest Money Deposit) Rs. 1,00,000/- (One lakh rupees Only which will be interest free)

Note: The Organization should submit Different Demand draft for Tender Cost &

EMD (Earnest Money Deposit)

Demand Draft to be drawn in favor of “GANGOTRI APT OWNERS ASSOCIATION”

Date of issue of Tender Documents and Date of Accepting Tender offers from

24/12/2024 to 14/01/2025

Between 1 P.M to 5 P.M.

In the Society Office on all days (Including Sundays)

The Society reserves the right to revise or reject all or any tender without assigning any reason thereof, and also the right to change the scope of work as deemed necessary.



For GANGOTRI CO-OPERATIVE HOUSING SOCIETY LTD

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INSTRUCTIONS TO THE TENDERERS

1. The Tender documents will be issued and Bids will be accepted in the given time frame only.
2. The Bids must be submitted with copies of PAN Card, GST Certificate, and all other registration certificates, Documents fulfilling the eligibility Criteria, the name and contact numbers of the representatives of the Society/Association of which the work experience has been mentioned in tender document.
3. The Bidder shall provide the detailed presentation to the members about the Procedure to be followed by society, the profile of PMC, the understanding of the scope of work and the work methodology, the FSI potential, the layout showing proposed facilities and amenities, tentative building plan with tentative increase of area in the existing area of the member and the elevation, Grade I Make / Brands of material, Environmental Acceptance etc. based on the documents and information available with the Society in its Technical Bid'
4. Incomplete tenders will be rejected.
5. The Tenderer has to sign and put the seal of the firm/company on each page of the tender document as well as the documents submitted.

The Society reserves the right to accept or reject any or all tenders without assigning any reason.



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ELIGIBILITY OF PMC

- a. The PMC shall be an individual firm/ Partnership firm/ Private LTD and shall provide all the services mentioned in the scope of work under one roof.
- b. No Joint Venture application shall be acceptable.
- c. The PMC should have experience in handling more than 5 PMC assignments of redevelopment of Co-op Housing Society and Apartment Owner's Association, out of that at least 1 shall be not less than 200-250 dwelling Units and the other shall not be less than 100 dwelling units. To prove the same proper documents such as appointment letter by Society /association/LOI / IOD / CC / NOC from the concerned authority to be submitted.
- d. The Architect/ should have experience of completion of at least 3 Commencement Certificate (CC) & 1 Occupancy Certificate (OC) of redevelopment of housing society (ADDITIONAL .C.C & O.C. WILL CONSIDERED AS ADDITION POINTS)/ association in Navi Mumbai (NMMC/CIDCO). The Tenderer has to submit proof /certificate to satisfy the criteria.
- e. The Architect of PMC should have valid registration of Council of Architecture (COA) and should have working experience of a minimum of 20 years in planning/ designing and working as an architect on at least one projects of 6,00,000 Sq. Feet construction area. The PMC should have registration with government at least 10 years before.
- f. The Structural Engineer of PMC should have a valid License of Structural Design Engineer and any other Govt. Authority and should have at least 15 years of working experience in their respective field.
- g. The PMC should have a legal consultant who is on Pay Roll / Retainership of the PMC. With work experience of the co-op sector as well as redevelopment projects.
- h. The consultant shall have an office in Navi Mumbai.
- i. The PMC should have highly qualified, soundly experienced and knowledgeable personnel of Development Control Regulations preferably that of the redevelopment of existing buildings. A list of personnel with their names, qualifications, and years of experience.
- j. The Bidder shall familiarize himself about the status of existing legal and physical condition of the Society and can visit the society premises with appointment to get any information required, which may influence their quote and performance and shall cover any eventuality in future, no claim arising out of any work with regard to legal or any other status of the society shall be entertained.
- k. The Bidder shall provide the detailed presentation to the members about the Procedure to be followed by society, the profile of PMC, the understanding of the scope of work and the work methodology, the FSI potential, the layout showing proposed facilities and amenities, tentative building plan with tentative increase of area in the existing area of the member and the elevation, Grade / Make / Brands of material, Environmental Acceptance etc. before the General Body and/or the Managing Committee of the Society.



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- l. The validity period of the Bid shall be 6 months, till then his quote shall remain valid for acceptance without any change. In case a bidder withdraws his bid or want to change any condition or price, the earnest money submitted shall be forfeited to the Society.
- m. The Bidder shall submit their Annual turnover certificate & net worth certificate for the last three years certified by Chartered Accountant with UDIN Number.
- n. The Bidder shall submit two Bids Technical Bid and Financial Bid separately.
- o. In case any Bidder fails to provide Technical Bid and other certificates or the Bidder found disqualified in Technical Bid then the financial bid of such Bidder shall not be opened and the Bidder shall be disqualified from the tender process.

SCOPE OF WORK:

A) PRE-TENDERING STAGE:

1. Preparing a feasibility report with respect to the prevailing UDCPR provisions and other government policies about the utilization of FSI /premium FSI /TDR/Ancillary FSI.
2. Recommending the list of amenities, extra area, corpus fund etc. and preparing rough designs of the building as per the utilization of FSI and explaining the feasibility report to the society before and modifying the same including the suggestions from the members within the provisions of law.
3. Assisting society to conduct structural Audit and complete further process as per NMMC ACT at Municipal Corporation.
4. Preparing draft tender documents for calling offers from Developers and discussing the same with the committee for floating the same.
5. Inviting the offers (Technical and commercial) from various builders/developers, conducting the process of bid opening as per the best practices and in a transparent way, doing the technical evaluation, preparing a comparison statement, and submitting the bid evaluation report to committee members.
6. Conducting joint meetings with the short-listed Builders/Developers along with the committee members and providing assistance in finalizing the most suitable developer.
7. Providing assistance to complete the process of the lease deed with CIDCO.
8. Providing assistance for conducting SGM as per the provisions of Govt. guidelines as per section 79A of MCS Act.
9. Formation of the website of the Society
10. Providing Assistance to get NOC of Deputy/Joint Registrar as per section 79A of MCS Act.
11. The bidder shall provide a detailed time schedule covering all above activities and as agreed upon with the Society. In case of delay in any of the activity for reason attributable to the PMC.



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B) BEFORE CONSTRUCTION STAGE

1. Drafting a letter of intent based on terms negotiated with the selected Developer.
2. Ascertaining the measurement of each flat and finalizing the carpet area of each member in accordance with the approved drawing.
3. Listing down the requirement of each member and coordinating with the design architect for the final drawing.
4. Ascertaining the area with survey instruments like theodolite along with plane table survey to work out the area of the entire plot precisely and accurately.
5. Approving the plans prepared by the developer keeping in mind the interest of the society only.
6. Preparing bar charts/schedule of work to ensure timely completion.
7. Ascertaining the preparation of all detailed Electrical, Fire Fighting and Plumbing layouts.
8. Ascertaining the preparation of all working drawings and structural drawings.
9. Ascertaining / conducting various soil investigations to decide and select the required material or construction techniques at the time actual work of the foundation.
10. Ascertaining the submission of the proposed layout and approval.
11. Ascertaining layout approval.
12. Ascertaining the submission of the building permission proposal to various Authorities.
13. Assisting / Obtaining of Commencement Certificate.
14. Assisting society/members to get DA & PAAA documents registered through the developer.

C) CONSTRUCTION STAGE:

1. overall coordination with the society on technical and financial matter and coordination with builders/developers as may be required and between various engineering discipline.
2. Maintaining complete coordination on the entire project.
3. Preparation of the issue of a project coordination procedure document.
4. Programming the overall projects and following progress of all aspects of the work. Updating bar charts / Financial Charts and expediting and preparation and issue of monthly project report to the society indicating the status and progress of work.
5. Preparation and issue of change notices, indicating any change in the project which will affect costs, planning etc.
6. To have overall coordination with society, Design Architect, structural consultant, MEP, and Environment Consultant, Developer with respect to the municipal drawings so as to ensure smooth progress of the municipal follow-u p.
7. Monitoring work progress as per the agreed construction schedule



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D) MATERIAL MANAGEMENT

Strict supervision of work in the interest of society and in accordance with the tender received and approved between society and developer.

1. Ensuring quality control and adherence to specification.
2. Carrying out periodical tests of the various construction materials received prior and /or during its use, cost of the same is to be paid by the respective developer.
3. Conducting laboratory tests of material used as well of the final product and certifying the work carried out by the builder/developer.
4. Concrete cube, slump test and other test related to construction work and material checking etc. laboratory should be on the construction site.
5. Ascertaining upon the quantum of various materials required for different constructional activities, checking their order placements and their timely procurement along with quality.
6. Ascertaining timely receiving and storing of the materials in the safe places as per the job layout.
7. Checking the materials received on-site for quantity and quality as per tender specification.

E) DAY TO DAY SITE SUPERVISION AND MONITORING THE PROGRESS OF WORK AND QUALITY CONTROL

1. Full-time supervision by site engineers. The PMC shall engage full time supervisory staff at site for day-to-day supervision and quality control. At least following engineer shall be posted full time at site
 - a. Civil Engineer – 1 Nos (minimum 15 years' experience in supervision)
2. Periodical site visits in connection with works by the project Engineers / architect at least 2 times a month and providing corrective supervision.
3. Giving instructions regarding the method of carrying out the construction from the workmanship and materials consideration. Issue written orders for the certification of defective works. (if any)
4. Strictly implementing the schedule of work. Updating the activities in case of delay to meet the target completion time.
5. Periodical meetings with the concerned developer and its agencies so as to have a first-hand report about their practical difficulties if any and suggest them an alternative procedure to solve the same in the best interests of the society
6. To ensure that builder/developer incorporates a penalty clause in the work with each subcontractor.



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7. To prepare monthly progress status report and submit to the managing committee.
8. To invite representative of the Managing committee in monthly progress review meeting.

F) END OF THE CONSTRUCTION STAGE

1. To assist obtaining various Completion certificates, Occupancy certificate.
2. To assist obtaining various Service connections such as permanent water connection, Electricity Connection, Gas Pipeline Connection, etc.
3. Preparation of 'as-built' drawing
4. Preparing a completion report as the end of the project.
5. Provide technical assistance for identification and rectification of defects during Defect Liability Period of the Developer'

NOTE: Planning, Designing, Approval and Execution Assistance is not included in this tender But the PMC shall have all the resources, infrastructure available with them if required. Details of the same with Documents shall be submitted along with the tender.



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FINANCIAL BID

Sr. No.	Services/item	Fees
1	PMC services to provide the scope of work as mentioned under "WORKS BEFORE ENGAGEMENT OF DEVELOPER"& "BEFORE CONSTRUCTION STAGE" to "END OF THE CONSTRUCTION STAGE"	_____ % of construction cost as will be available in developer's agreement

STAGES OF FEES

1. On submission and acceptance of Feasibility Report – FREE.
2. On receipt of Commencement Certificate -5%
3. On completion of relocation of Society Members -10%
4. During construction period. On prorate to progress of work -50%
5. On obtaining Occupancy Certificate -15%
6. On completion of complete process of handing over of flats to Society members -20%

Note:

- a) GST as per applicable rate shall be reimbursed to the PMC on submission of proof of payment to GST authority.
- b) Initial Fee shall be paid by the Society to the extent of Rs. 25,000/- Only
- c) Balance Fee shall be paid by the Developer. For this purpose, suitable clauses to be inserted in the tender document of Developer's agreement.
- d) PMC has to furnish the timeline from appointment to completion of project.

For GANGOTRI CO-OPERATIVE HOUSING SOCIETY LTD

GANGOTRI CO-OPERATIVE HOUSING SOCIETY LIMITED

CHAIRMAN

SECRETARY

TREASURER

