



**OFFICE OF THE COMMISSIONER  
ASSAM STATE HOUSING BOARD 6 ::: R.G.BARUAH ROAD  
GUWAHATI-5**

Email: ashb@nic.in

No. ASHB/Tech/1054/2018/45/

Dated, Guwahati, the 23/10/2018.

**Request for Proposal (Re-RFP)**

Request for Proposal (Re-RFP) is invited from reputed Govt. registered contractor/firm for engagement of Financial/Housing Consultant for conducting a study on feasibility and fixation of modalities etc. for conversion of Flats under Rental Housing Scheme (RHS) to ownership model and to prepare a report.

Bid processing fees @Rs.1000.00 (Rupees one thousand) may be paid by Demand Draft drawn in favour of Commissioner, Assam State Housing Board, payable at Guwahati (Non-Refundable) from 29/10/2018 to 13/11/2018 during working hours.

The RFP document can be downloaded from [assam.gov.in](http://assam.gov.in)

Commissioner  
Assam State Housing Board,  
R.G.Baruah Road, Guwahati-5

Memo No. ASHB/Tech/1054/2018/45/

Dated, Guwahati, the 23/10/2018.

Copy to:

1. The Director, Information and Public Relation, Assam, Dispur, Guwahati-6. He is requested to arrange for publication of this advertisement in widely circulated one English & one Assamese daily (one issue). Certified bill may be sent to the undersigned for payment.
2. The MD Amtron, Bamunimaidan, Guwahati, He is requested to upload the RFP document.
3. The Chief Accounts Officer/Accounts Officer, Assam State Housing Board, Guwahati for information.
4. Office Notice Board.
5. Concerning File.

Commissioner  
Assam State Housing Board,  
R.G.Baruah Road, Guwahati-5



## REQUEST FOR PROPOSAL (RFP)

### FOR

Engagement of Financial/Housing Consultant for conducting a study on feasibility and fixation of modalities etc. for conversion of Flats under Rental Housing Scheme (RHS) to ownership model and to prepare a report.

-Issued By

Commissioner  
Assam State Housing Board  
R.G.Baruah Road, Guwahati-781005



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## **Important Information Sheet:**

<b>Particulars</b>	<b>Details</b>
Document Reference No.	No. ASHB/Tech/1054/2018/45
Start date of issue	29/10/2018
Pre bid meeting date	02/11/2018 at 11:00 AM
Last date of issue	13/11/2018 at 2.00 PM
Last date and time for receipt of proposals	13/11/2018 up to 3.00 PM
Date and time of opening of Proposals	14/11/2018 at 3.00 PM
Office Address:	Commissioner, Assam State Housing Board, R.G. Baruah Road, Guwahati-781005 E-mail- ashb@nic.in Ph-0361-2201636 , Mobile:- 9864062584



- 1 **Introduction:** Assam State Housing Board, a Government of Assam undertaking invites Request for Proposal for engagement of one financial/housing consultant for conducting a study to assess the feasibility and fixation of modalities etc. for conversion of flats under Rental Housing Scheme (RHS), Assam State Housing Board to ownership model and to prepare a report.
- 2 **Scope of Work:** A broad study to assess the feasibility and fixation of modalities etc. for conversion of residential Flats of EWS/LIG/MIG category under Rental Housing Scheme (RHS), Assam State Housing Board to ownership model as follows:
  - Conduct a study to assess the feasibility of conversion of Rental Housing Scheme to ownership model.
  - Fixation of modalities for implementation and submission of report to Assam State Housing Board

2.1 The flats are located within the State of Assam. The Assam State Housing Board has in total 321 Nos. of Building and 2290 Nos. of Flat in various locations as cited below.

**Guwahati(RHS):-**

<b>Guwahati</b>			
District & Location	Category	Total Building No.	Total Flat No.
Bhetapara	LIG A+B	20	320
	For Unorganized Workers	1	24
Chandmari Colony	MIG(S)	2	8
	LIG	3	36
Krishnagar	MIG(S)	4	16
	LIG	3	18
Hengerabari	MIG(B)	4	24
	MIG(S)	2	12
	LIG	10	60
	EWS	10	120
	LIG (New)	1	8
Ghoramara	LIG	12	320
Borsojai, Kalimandir, Bhetapara	MIG(B)	1	6
	LIG	4	24
	EWS	10	180
Borsojai (OLD/NEW)	LIG	3	18
	LIG	4	24
Kharghuli Hills	LIG	1	6
	EWS	8	96
	SC	67	332
	SIH	20	92
Maligaon	LIG	4	64
	LIG New	3	48
<b>Total</b>		<b>197</b>	<b>1856</b>

Request for Proposal (RFP) is invited from reputed firm for Engagement of one Financial/Housing Consultant for conducting a study on feasibility and modalities etc. of flats under Rental Housing Scheme (RHS), Assam State Housing Board to ownership mode and submit the study report

[Assam State Housing Board, Guwahati](#)



## Districts(RHS):-

<b>Districts</b>			
District & Location	Category	Total Building No.	Total Flat No.
Nalbari	MIG	2	10
Goalpara	MIG(B)	1	6
	LIG	2	10
	EWS (AT)	1	1
Tezpur	MIG(B)	2	10
	LIG	2	12
Nagaon	MIG(B)	6	36
Sivsagar	MIG(AT)	5	5
	MIG(RCC)	1	4
	LIG	2	8
Jorhat	MIG(RCC)	1	4
	MIG(AT)	1	2
Golaghat	MIG(B)	1	4
	MIG(S)	1	6
	LIG	1	4
Dibrugarh	MIG(AT)	1	5
	LIG	1	6
Tinsukia	EWS	4	48
	SIH	20	100
Morigaon	MIG(S)	1	4
	LIG	1	4
	EWS	1	12
Mongoldoi	MIG(B)	2	12
	LIG	2	12
Silchar	LIG	2	11
Diphu	MIG(AT)	23	23
	LIG(AT)	15	30
Hamren	MIG(AT)	6	6
	LIG	10	20
	EWS	1	4
Haflong	MIG(AT)	3	3
	LIG	1	6
Barpeta	MIG	1	6
<b>Total</b>		<b>124</b>	<b>434</b>



**2.2 Work Timeline:** Selected Consultant will have to complete the work within the given timeline of 90 days.

**2.3 Regarding Infrastructure:** No materials shall be supplied by the Department. No TA/DA shall be given during time of survey. The Consultant will have to procure all materials and arrange for Hardware, Software etc. for proper execution of the work.

### **3 Clarifications on RFP Document:**

**3.1 Clarification:** The prospective Firms requiring any clarification on this document shall notify the Assam State Housing Board in writing/e-mail at the mailing address: ashb@nic.in

### **4 Documents / details to be submitted in the Office:**

**4.1** Interested firm is required to furnish all relevant documents regarding their firm and work experience certificate if any.

**4.2** All papers which are photo copies and submitted as part of the proposal shall be duly attested by the company's CS/CA or Authorized signatory.

**4.3** Each of the pages of the proposal submitted will be signed and stamped by the authorized signatory of the Firm.

### **5 Availability of RFP / processing Fee:**

- The RFP document can be downloaded from [assam.gov.in](http://assam.gov.in)
- Bid processing fees @Rs.1000.00 (Rupees one thousand) may be paid by Demand Draft from any Nationalized/Scheduled Indian Bank drawn in favour of Commissioner, Assam State Housing Board payable at Guwahati (Non-Refundable) during working hours.

**6 Eligibility Criteria:** The bidder must have previous experience of carrying out assignments as detailed in scope of work. Relevant documents in support of must be submitted.

**7 Selection Criteria:** The selection criteria of Quality Cost Based Selection (QCBS) will be adopted. Total weightage of technical bid is 100 marks. Qualifying mark for technical bid is 60 marks. 70% score for technical bid and 30 % score for financial bid shall be considered for evaluation of bids.



## 7.1 Break up of Marks (total marks 100)

A.	Organizational strength (Academic background of personnel, years of experience, field of experience)	:	25 marks
B.	Relevant experience ( No. of assignments, value of Projects, network of offices, years of experience)	:	25 marks
C.	Average annual Turnover for the last 3 (Three) years	:	25 marks
D.	Approach and methodology (understanding the scope of work, technical approach, work plan including timelines)	:	25 marks

- Supporting document required for authorized signatory – Power of Attorney document, Memorandum of Association or any other relevant documents.
- The bidder is required to submit a comprehensive proposal on approach and methodology as mentioned above under ‘D’.
- Documents in support of average annual turnover for last three years are to be submitted.

## 8 Disclaimer:

8.1 The information contained in this RFP or subsequently provided to applicants, whether verbally or in documentary or any other form by or on behalf of Assam State Housing Board, or any its employees or advisers, is provided to applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

8.2 This RFP is not an agreement. This RFP provides interested parties with information that may be useful to them in formulation of their proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Assam State Housing Board, in relation to the consultation work. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFP may not be appropriate for all persons, and it is not possible for the Assam State Housing Board, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources. Information provided in this RFP to the Applicants is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of





law. The Assam State Housing Board, accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

8.3 The Assam State Housing Board, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this selection Process.

8.4 The Assam State Housing Board also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this RFP

9. **Terms & Conditions:** The Assam State Housing Board, may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

9.1 The Assam State Housing Board reserves right to accept or reject any or all proposal (s) or to annul the RFP process and reject all proposals at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected Firms on the ground of such action.

9.2 Deleted.

9.3 The Applicant shall bear all costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Assam State Housing Board, or any other costs incurred in connection with or relating to its Proposal. All such costs and

9.4 expenses will remain with the Applicant and the Assam State Housing Board shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the proposal, regardless of the conduct or outcome of the Selection Process.



- 9.5 Any effort by a Firm to influence the proposal comparison / evaluation / work award decision by way of overt/covert canvassing shall result in non-consideration / rejection of its proposal.
- 9.6 The Assam State Housing Board reserves the right to change the schedule of dates / time stated in this RFP. Changes, if any, will be displayed on the website of Assam State Housing Board and it shall be the responsibility of the Firms to keep themselves abreast of such updates. As such the Firms are requested to regularly check the website of Assam State Housing Board
- 9.7 In case of any dispute, jurisdiction of courts in Guwahati/District Head Quarter will apply.
- 9.8 The responsibility of giving truthful information without concealing any facts is that of the Firms. In case, at any stage, it is found that any information given by the Firms/Agency is false / incorrect / concealed, then Assam State Housing Board shall have the absolute right to take any action as deemed fit including but not limited to dropping the bidding Firms from consideration for award of work / blacklisting etc. without incurring any liability to the affected Firm on the ground of Assam State Housing Board's action.
- 9.9 The selected bidder will have to execute an agreement before starting the work.
- 10 Earnest Money:** Earnest Money Rs. 20000 (Rupees Twenty Thousand) only along with the proposal is to be submitted in the form of Bank Draft/TDR/FDR from any Nationalized/Scheduled Indian Bank drawn in favour of The Commissioner, Assam State Housing Board payable at Guwahati.
- 11 Project Life Cycle:** The phase of the project will last 90 days, starting from the date of signing of the agreement between the successful Firm and the Assam State Housing Board.
- 12 Project Site:**
- Within Assam as mentioned in the "Scope of Work" paragraph.
  - The interested firms are advised to visit the location at their own expenses prior to submission of Proposal.

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Assam State Housing Board, Guwahati



### 13 Payment Milestone & Deliverable:

Sl. No	Milestone Name	Proposed Time Lines from contract signing	Proposed Payment Schedule
1	Submission of Inception Report	15 Days	15%
2	Submission of Draft feasibility Report	60 Days	25%
3	Submission of final feasibility report with modalities of implementation	90 Days	60%

**14 Bid Validity:** Bid Validity shall be for a period of 90 days from the date of submission of bids.



### 15 Form I: Commercial proposal format:

Sl No.	Particulars	Quoted Rate Per Flat (in Figures & Words)
A	<ul style="list-style-type: none"><li>Conduct a study to assess the feasibility of conversion of Rental Housing Scheme to ownership model.</li><li>Fixation of modalities for implementation and submission of report to Assam State Housing Board</li></ul> <p>(Per Flat)</p>	
B	All Tax and Duties	
Total=A+B		



## UNDERTAKING (BID VALIDITY)

I, the undersigned do hereby undertake that our firm M/s/ Shri \_\_\_\_\_  
\_\_\_\_\_ agree to abide by this bid for a period \_\_\_\_\_  
\_\_\_\_\_ days for the date fixed for  
receiving the same and it shall be binding on us and may be accepted at any time  
before the expiration of that period.

\_\_\_\_\_

(Signed by Bidders)



## DECLARATION

We declare that we do not have any interest in downstream business, which may Ensure from the RFP prepared through this assignment for selection of Project “Conducting a study on feasibility and modalities etc. of Flats under Rental Housing Scheme (RHS), Assam State Housing Board to ownership mode and submit the study report to Assam State Housing Board for further necessary action.”

It is also declared that neither our any subsidiary organization nor any sister Concern shall be engaged in downstream activities / business.

Signature of Authorized Signatory.

Name of Authorized Signatory

Firm Stamp