

REQUEST FOR PROPOSAL (RFP)

APPOINTMENT OF PMC (PROJECT MANAGEMENT CONSULTANT) FOR PROPOSED NEW CONSTRUCTION & REFURBISHMENT OF EXISTING STRUCTURES AT Centre of Excellence in Maritime and Shipbuilding, old IMU campus, Visakhapatnam

Ref No. CEMS/ 202607_01

RFP invited by
Centre of Excellence in Maritime and
Shipbuilding, (CEMS)
old IMU campus, Visakhapatnam
Contact no: +91 9490235458
E Mail:- gopi@cemsindia.org

Date of issue of Tender : 27th July 2026 to 08th August 2026

Last date for submission of tender : **Date: 08th August 2026 up to 04.00 PM.**

Opening of Bid : **Date 11th August 2026 at 1100 HRS.**

Pre bid Meeting : **Date 06th August 2026 at 1100HRS.**

Application Submitted by

Name : _____
Address : _____

Contact No: _____
Email ID: _____

PART – I

(TECHNICAL DETAILS) INVITATION FOR RFP

Centre of Excellence in Maritime and Shipbuilding (CEMS), intends to construct new structures & renovate existing service building at old IMU campus, Visakhapatnam as per detailed scope outlined in this tender. In this regard, the Client invites RFP - from reputed project management consultant with similar experience in Consultancy and building Construction Activities for **APPOINTMENT** as **“Project Management Consultant”**.

1.	Name / Nature of the work	:	Appointment of “Project Management Consultant” for construction of new structures & renovation of existing service building at Centre of Excellence in Maritime and Shipbuilding (CEMS), old IMU campus, Visakhapatnam
2.	Estimated cost of work	:	Rs.8.00 Crore (approx.)
3.	Time period of Execution	:	24 months
4.	Period of Issue of RFP	:	Date 27 th July 2026 upto 08 th of August 2026.
5.	Pre-Bid meeting date	:	Date 06 th August 2026 at 11.00 AM Venue: at Centre of Excellence in Maritime and Shipbuilding, old IMU campus, Vishakapatam.
6.	Last date and time for receipt of completed RFP	:	Date 08 th August 2026 04.00 PM
7.	Date and Time of Opening Technical Bids	:	Date 11 th August 2026 11.00 AM
8.	Cost of RFP	:	Nil
9.	Submission of RFP	:	The RFP shall be submitted in two separate envelopes-, Envelope No (1) - Technical Bid and Envelope No - (2) Price Bid. Both envelopes should be submitted on the same date and time. The Technical Bid and Price Bid are to be placed in two separate individual envelopes, sealed and superscribed as ‘Technical Bid’ and ‘Price Bid’ respectively. These two envelopes are then to be placed together in envelope No.3, sealed and superscribed on the outside with the narration “PROPOSAL PROJECT MANAGEMENT CONSULTANT” FOR CONSTRUCTION OF NEW STRUCTURES & RENOVATION OF EXISTING SERVICE BUILDING AT CEMS, Visakhapatnam.

1. Application Documents for the RFP consisting of the various works to be executed and the set of terms and conditions to be complied with and other necessary documents which form the part of application form can be obtained in person from Centre of Excellence in Maritime and Shipbuilding (CEMS), old IMU campus, Vishakapatnam between 10.00 AM and 05.00 P.M. on all working days from 27th July 2026 to 08 August 2026.
2. Alternatively, the application documents consisting of above can be downloaded from website i.e. ([Website download link](#)) and the downloaded applications can be used for submission. In case of any ambiguity/discrepancy between the downloaded document and original application submitted in the form of hard-copy, the version of the documents placed on the website shall prevail.
3. The Client reserves the right to accept or reject, wholly or partly, any or all the applications without assigning any reason whatsoever. Client's decision in this regard will be final and binding on all applicants.
4. Conditional offers will be out rightly rejected.

Sd/-

Name: Cdr Gopi Krishna Sivvam IN (Retd.)
Address: CEMS old IMU campus,
Visakhapatnam
Phone No: +91 9490235458
Email: gopi@cemsindia.org

MINIMUM PRE-QUALIFICATION CRITERIA

(Documentary proof for each item is to be furnished with Technical Bid)

APPLICANTS SHOULD FULFIL ALL THE FOLLOWING CONDITIONS TO BE ELIGIBLE FOR PARTICIPATION IN THE RFP

1. The Organization/Agency shall have sufficient experience in Consultancy and Building Construction Activities.
2. The Organization/Agency should have been engaged in providing consultancy and building construction activities for commercial premises for a minimum period of last 3 years.
3. The average of the annual turnover of the Organization/Agency during the last three financial years ending March 2026 shall be more than Rs. 2 Crore. A copy each of the Audited balance sheet along with profit and loss account statements for 3 financial years
4. The Organization/Agency should have satisfactorily executed project as stated below during the last 3 years as on 31st of March 2026:
 - a) One similar work costing not less than Rs 8 Crore
 - b) Two similar work costing not less than Rs 5 Crore
 - c) Three similar work costing not less than Rs 3 Crore

(‘Similar work’ shall mean conceptualization, Designing and Supervision of commercial buildings, including complete architectural and engineering services, from concept to commissioning (i.e civil works, structural works, plumbing and sanitary work, electrical works, fire safety works, etc), obtaining all necessary approvals from statutory bodies related to works, preparation of detailed estimate for each work, floating, evaluation and processing of tenders, supervision, inspection, execution, project management, testing, commissioning and carry out joint measurements, complete in all respect, ready for immediate utilization. Organization/Agency will have to assume full responsibility for completion of the project by taking up all the work relating and incidental to the above.

5. The organization/Agency shall have a valid PAN number. The copy of the PAN number should be enclosed with the RFP.
6. The firm should be registered for GST. In case the firm is not covered under GST an undertaking must be provided stating the clause under which GST is not applicable to them.
7. All the forms provided in the RFP documents must be completed in full and all pages of RFP documents must be signed and sealed before their submission.
8. A copy of the Power of attorney as required under the rules for signing and submission of RFP documents is to be submitted along with the application.

General Instructions

1. The applicants will not be entitled to any claim of compensation, financial or otherwise, for difficulties, if any, faced or losses incurred by them on account of submission of the application or on successful shortlisting/final selection.
2. Applicants are advised to examine and fully satisfy themselves before submitting their applications as to the nature of work/project to be executed and the other aspects pertaining to and/or impacting the work/project and shall themselves obtain all necessary information/clarification as to the risks, contingencies and other circumstances which may influence or affect the work/project.
3. By submitting the application and agreeing to the terms and conditions specified in the RFP, the applicant shall be deemed to have full knowledge of the proposed scope of work/project and no extra charges consequent to and arising out of any misunderstanding/misinterpretation or otherwise shall be allowed by the Client. Submission of an application by an applicant implies that he has read this notice and all other documents relating to this RFP and has made himself fully aware of the scope and specifications of the work/project to be undertaken and also the terms and conditions and other factors having a bearing on the execution of the work/project.
4. The RFP offers shall remain valid for acceptance for a period of 120 days from the date of opening of Price Bid.
5. This is lumpsum based contract considering 24 Month of Supervision on site. Vendor to quote accordingly no additional fees will be paid.
6. Professional Fee shall include the following: -
 - All fees related to engineering study of this project etc.
 - All stationary charges for drawings / reports / CDs etc. including 3 sets of As-Built drawings, in hard copies as well as CD at the time of handing of project.
 - All existing taxes, cesses, levies, royalties etc. whether local municipal, provincial or central etc. as on the date of submission of the financial bids, payable to the concerned authorities, related to the professional charges. Subsequent new/additional taxes, cesses, levies etc. in respect of the professional fees shall be borne by Client.
 - Preparation and submission of the drawings approved by Client to respective regulatory Authority and other concerned statutory authorities and obtain their approval from whom permission is essential for successful commencement and completion of the project shall be the responsibility of the Project Management Consultants. However, the Client shall reimburse the payments on production of receipts by Regulatory Authorities, towards application fee, deposits and service charges.
 - The fee to be quoted by the Project Management Consultants shall include all charges / fees etc. payable by the Project Management Consultants to the professionals/ specialized agencies. The GST payable and subsequent revisions/ changes will be payable extra on the fee payable. Hence such taxes shall be remitted to the concerned statutory authorities. Any such fees/charges payable on account of any fresh statutory legislation, where the client is bound to bear such charges shall be paid. In case of the fees payable by the Project Management Consultants to the professionals/ specialists engaged by them like Structural Engineers, Architects in the panel of Municipality engaged for Plan approval, completion certificate and/ or occupancy certificate, Consultants for Electrical work etc., the Project Management Consultants fee shall include all incidental, liaison expenses, GST etc. and Client shall not be liable to pay anything extra.

7. Liquidated Damages (LD)

- If Agency is unable to complete the project within the specified time for reasons solely attributable to the agency, Client will impose liquidated damages on agency. The damages shall be calculated @ 0.25% of contract amount (including the approved variations) for each week of delay, subject to maximum of the 10% of fee payable to the agency.
- However, for valid circumstances beyond the control of agency, Client may consider the grant of extension of time on the merit of the case. Any dispute arising from the contract shall be referred to Arbitration and Conciliation Act, 1996 and amendments thereon and shall be within the jurisdiction of Vishakapatam Court.

Scope of Work

Project Details:

- 1) Construction of New hostel Block : 11,581 Sqft**
- 2) Construction of Mezzanine floor : 3671 Sqft**
- 3) Construction of Block G 2: 11,284 Sqft**

A) Pre-implementation Stage

- Initial required study at site, Discussions with clients, feasibility study of entire project, all necessary site data collections including tests like geological test, topographical survey, Utility mappings etc. Preparation of as built drawings for the existing structures as applicable.
- Preparation of tender documents for EPC type contract based on Estimated Expenditure & Client's approved Concept/Design.
- The tender document shall comprise of various trades complete with Articles of Agreement, special conditions, general conditions of contract, specifications, drawings, schedule of quantities, time and progress charts etc.
- Invitation, scrutiny / evaluation & negotiation with tenderers (Part-1-Technical Bid & Part-2-Financial Bid) and award of works with approval of the Client.

B) Implementation Stage:

- Kick off meeting with EPC contractor & presentation on detail scope. Submission of concept plan and discussion over requirements.
- Collecting all the final design documents comprise of Civil & Structural Design, Interior Design, Fire Fighting work, CCTV works, Modular Furniture, Lighting, Electrical works, plumbing and any other works required to complete project as per approved concept in pre-implementation stage.
- Collecting from EPC contractor all proposed specifications and schedules of quantities.
- Thorough review & revisions of the drawings, Specifications & Bill of quantities to the satisfaction of client.
- Finalizing the final deliverables of EPC contractor.
- Day to day supervision and inspection by the team of engineers, at various stages of the project for quality and surveillance of the works to ensure proper and timely execution of the said works as per drawings and specification and effect smooth progress.
- Co-ordination with EPC contractor for design, engineering and execution of various items of work as required. Suggest modifications, if any due to site conditions and requirements.
- Ensure quality assurance and control tests in all aspects including mandatory tests on materials and performance tests of complete items of works, as may be applicable. The expenses relating to the test above should be in scope of EPC contractor.
- Maintaining co-ordination with various agencies and services.

- Maintaining all data / reports / site reports required for records and technical audit by the Client.
- Monitoring the project's progress on PERT / CPM method and submission of monthly physical and financial progress reports to the Client.
- No deviations or substitutions or extra items of work from the approved design and cost shall be undertaken / executed / carried out without the written consent of the Client. For any such deviations, substitutions, omissions or extra items of work, if anticipated or required, the agency shall immediately report the same to the Client with adequate justification and furnish an analysis of the extra cost involved thereby.
- Arranging site meetings on monthly basis, recording minutes of meeting (MOM) clearing bottlenecks and ensuring completion as per schedule, including timely sample approval.
- Issuing completion certificate to various agencies after settlement of final bills and reconciliations.
- Handing over of the project to the Client, check, certify, recommend and submit 'as built' drawings of various works in 3 sets of hard copies as well as soft copies.
- Getting defects rectified in the work notified during defect liability period.
- Processing refund of the retention money to the contractors as per terms of relevant contract after getting due certification and No-objection from Client.

FORM OF APPLICATION

(On Organization's/Agency's letter Head)

Date:..

To,
Centre of Excellence in Maritime and Shipbuilding (CEMS),
old IMU campus, Vishakapatam

Dear Sir,

Sub: -- REQUEST FOR PROPOSAL - PROJECT MANAGEMENT CONSULTANT" FOR CONSTRUCTION OF NEW STRUCTURES & RENOVATION OF EXISTING SERVICE BUILDING AT Centre of Excellence in Maritime and Shipbuilding (CEMS), old IMU campus, Vishakapatam.

1. I/we have read and understood the instructions and other terms and conditions furnished in the Centre of Excellence in Maritime and Shipbuilding (CEMS), old IMU campus, Vishakapatam Website in respect of the captioned RFP. I/we hereby submit my/our application for the captioned "Request for proposal". I/we do hereby declare that all the information furnished in the application and supplementary sheets are correct to the best of my/our knowledge and belief.
2. I/we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets.
3. I/we clearly understand and agree that if any of the information furnished by me/us hereunder is found to be wrong or untrue or false or incorrect or incomplete, my/our application is liable to be rejected. Further, if I am/we are appointed as the '**Project Management Consultant**' for the above Project on the basis of the information furnished in my/our application and the information furnished therein is subsequently found to be wrong, untrue, false or incorrect, my/our contract with the Client is liable to be terminated forthwith at the discretion of Client, at any stage, without notice and without any compensation whatsoever for such termination.
4. I / We understand and agree that the decision of Centre of Excellence in Maritime and Shipbuilding (CEMS) in selection of the "**PMC**" is final and binding to me / us.

Thanking You,

Yours faithfully,

Signature of the authorized official.

Name:

Designation

Place:

TERMS AND CONDITIONS OF ENGAGEMENT

1. As per the preliminary estimates, an approximate total cost of the above projects would be **Rs 8.00 Crores (Rupees Eight Crores only)** which includes Civil works, Interior Renovation works, Fire Fighting Works, CCTV Works, Modular Furniture purchase, electrical, Plumbing and landscaping of entire premises.
2. The **Project Management Consultant** shall ensure the commencement of the work from conceptualization to commissioning. The agency for the project conceptualized shall carry out the entire planning and construction including but not limited to, complete architectural and engineering services, preparation of detailed estimate for each works, obtaining all necessary approvals from Client, floating and evaluation and process of tenders for selection of contractors, supervision, inspection, execution, project management, testing, commissioning and carrying out joint measurements, complete in all respect, ready for immediate utilization.
3. Client shall not pay any fee to any of the sub consultant appointed by Project Management Consultant (PMC) for Consultancy Services.
4. Agency shall be wholly and solely responsible for any observations/Comments/defects pointed out by Client's appointed Engineer. It is PMC responsibility to rectify & complete the entire project to the satisfaction of EIC of Client.
5. If in an event, it is established that the Agency was involved in an unfair practice in whatsoever manner, including submission of false/distorted reports, wrong practices at site, non-adherence to technical practices & unprofessional behavior etc., The client reserves rights to terminate the services without providing any justification.
6. Any e-mail communication by way of scanned copies of documents duly signed by an authorized officer from the Client should be treated as an official communication from the Client and shall be binding on the agency.
7. The agency should share all tender documents, estimates, design reviews, drawings and all other documents prepared for the Client with the Client Authorities in soft copy both in the editable and non-editable forms, beside in hard copies.

Signature of the Applicant with seal

Annexure I

Bidders Details

SI No	Description	To be filled by the Applicant
1	Name of the Organization	
2	Complete Postal Address (With telephone (landline), Mobile, Fax numbers and e- mail)	
3	Name of the contact person, designation and mobile number – Of person Signing the Documents, RFP, Agreement etc (Power of Attorney of the Person Signing to be enclosed)	
4	Year of Establishment and Experience details in handling consultancy and construction activities (Enclose necessary proof)	
5	Give the names and designation of authorized person responsible for signing documents such as Contract Agreement, Correspondence etc.	
6	Mention permanent account number. Enclose copies of PAN Certificate and Income Tax Clearance Certificate>Returns)	
7	Give consolidated annual financial business turnovers of the firm for the immediate last three years (year wise) in lakh rupees. (Enclose copies of audited Balance Sheets and Profit & Loss Accounts)	2023-24 2024-25 2025-26
8	Are you conversant with building Byelaws, rules and regulations of Local Municipal Corporation	

Details of work done in the descending order of the Value of Work. (Enclose copies of supporting documents)						
SI No	Name of Client	Nature of work	Value of work	Professional charges received (% of value of work)	Duration of completion	Date of completion
A						
B						
C						

Details of Key Technical Persons Employed in Applicants Firm					
SI No	Name of Person	Designation	Qualification	Total experience	Number of years employed in Applicant Firm
A					
B					
C					
D					

Signature of the Applicant with seal

DECLARATION

1. The above particulars furnished by us are true and correct.
2. The duties/functions expected to be performed by us as **"PMC"** are clearly understood by us and we enclose herewith list of duties/functions duly signed in all the pages.
3. We agree to execute necessary MOU for the work to be entrusted to us at the appropriate time and we also agree to bear all expenses towards executing the agreement.
4. We have enclosed copies of all required documents sought for in the application.
5. We understand that Client reserves the right to accept, negotiate, reject my/our application without assigning any reasons, whatsoever, and the decision of the Client shall be final and binding on us.

Place:

Date:

Signature of the Applicant with seal

PART – 2 FINANCIAL BID

(On the Letter Head of the Bidder in Separate Envelope)

To,

Mr. Gopi Krishna Sivvam ,
Centre of Excellence in Maritime and Shipbuilding (CEMS),
old IMU campus, Vishakapatam

Sub: **FINANCIAL BID FOR** Appointment of “Project Management Consultant” for construction of new structures & renovation of existing service building at Centre of Excellence in Maritime and Shipbuilding (CEMS), old IMU campus, Vishakapatam

Dear Sir,

In response to bid document for the above work, we hereby quote our Fee toward Project Management, Design review of EPC contractor submitted designs of Civil, Interiors & MEP, Supervision of works, and Consultancy Services as per the scope defined in the tender documents as under:

Sr. No.	Particulars	Unit	Fees In Numeric	Fees In Words
1	Project Management Consultant” for construction of new structures & renovation of existing service building at Centre of Excellence in Maritime and Shipbuilding (CEMS), old IMU campus, Vishakapatam Scope as per technical part 1	1 Lumsum		

Note:

- 1) PMC shall execute the work on behalf of Owner.
- 2) Fee (Agency Charges) is exclusive of GST which shall be payable on actual basis as applicable on submission of documentary evidence.