

REQUEST FOR QUALIFICATION (RFQ) FOR

Empanelment of Construction management companies for undertaking new construction and reconstruction of government schools under CSR projects

Charities Aid Foundation (CAF) India
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I. About CAF India

Charities Aid Foundation (CAF) India is a member of the UK-based CAF Global Alliance, which has representation in nine countries across the world (United States of America, Australia, Bulgaria, Brazil, India, Russia, Southern Africa, United Kingdom & Canada). We are a registered charitable trust and provide strategic and management support to corporates and individuals to ensure greater impact of their philanthropic and CSR investments. The endeavour of CAF India is to design and deliver community investment programs that helps build a company's philanthropic future. We promote and support all socio development causes that positions us uniquely to address a wide-cross sectorial span of our partners, which includes corporates, institutions, government agencies, and NGOs.

CAF India has more than two decades of demonstrated record of accomplishment of managing over 5,000 projects. We are working with over 300 corporates, 2 lakhs individual donors, and 5,200 NGO partners; we accumulated over INR 500 cr. for our NGO partners; we are working in 27 states and 7 union territories of India.

We are empowering corporates and non-profits in India for over two decades through our creative collaborations to design and deliver evidence-based impact oriented and scalable programmes. We nurture inclusive philanthropy for more equitable and sustainable society. In addition, CAF India brings together NGOs, corporates, foundations, policy makers, and the government, via groundbreaking stakeholder platforms.

II. Empanelment of construction management agencies and companies

CAF India is inviting application from construction management agencies and companies to be empaneled to undertake projects on construction and reconstruction (not renovation) of government schools across India. The purpose of the RFP is to identify the construction agencies to undertake the construction activities, undertake BaLA (Building and Learning Aid) activities, have quality control measure in place to ensure all activities are carried out in accordance with the BoQs. Interested construction companies may indicate their expertise in this area send their profiles including experience of activities over the last 5 years, particulars of key professionals, organizational strengths, details of field or branch offices, affiliations, and any other necessary information. Please refer to “Process of empanelment” section for more details.

III. Scope of the work:

- Appoint a single point of contact for day to day interaction and discussions
- Submission proposals with detailed BoQs including construction, Furnishing and BaLA Details.
- Submit, revise and finalise design (L section, C section, structural design based on soil test, 3D view, foundation plan, plumbing & electrical design) based on the Lay out plan that will be shared.
- Obtain the necessary authorization and permissions from relevant government departments to start the construction work. The design and drawings have to be certified by a Certified Structural Engineer.
- Obtain/facilitate the necessary authorization and permissions from relevant government departments to start the construction work
- Ensure adequate manpower at site including- Site engineer, Supervisor, skilled, semi-skilled and unskilled manpower (local and/or outstation).
- Undertake construction of the school building as per the finalized design and approved BoQ.
- Ensure day to day construction site supervision through a qualified civil resident engineer with prior experience of similar work/project.
- Provide daily update via whatsapp on the work completed including number of labor and masons involved
- Maintain necessary site documents like stock register, inventory register, labor register (local and outstation; Skilled, semi-skilled and unskilled), Measurement Book, Meeting register, visitors' register etc.
- Facilitate visit from the donor and other partner whenever required on the site for monitoring and inspection.
- Participate in review calls and meetings as planned
- Provide necessary financial documentation (bills, vouchers, procurement related documents like requisite quotations etc.)
- Submit Structural Audit Report at the end of the project
- Completion of work cited in the Snag list within 15 days from the date of issuance of list

IV. Requirements/Conditions for Empanelment

- 1) Company must have prior experience in construction of schools
- 2) Company must have expertise in stone grit wash and cladding (Stone and wooden)
- 3) Must provide references from previous donors/clients
- 4) Consulting company should have valid registration with valid PAN, GST registration number and other requisite documents.
- 5) Should have the ability to work countrywide or must mention in their application about the geography they have and can work within India.
- 6) Consulting company should not sub-contract any work to other Agency or consultant.

- 7) Prior experience in constructing schools, colleges, hospitals under CSR (Corporate Social Responsibility) of any Companies will be given preference.
- 8) Prior experience of working with an NGO on Construction will be given preference.

V. Process of Empanelment

- Respond to the RFQ in prescribed format of EOI (Detailed in the section below)
- CAF India will write back for any more information or query if required
- RFQs will be reviewed by internal committee of CAF India
- Shortlisted companies/agencies will be notified via email.

The EOI must contain the following:

- I. Covering letter
- II. Company Profile including Company incorporation certificate, GST, PAN, MSME, TAN, PF, ESI, CPWD etc.)
- III. Summary of prior relevant experience including experience in Grit wash and Cladding (Stone and wooden)
- IV. Summary of assignments completed or in-progress in last 5 years (including client name, location, budget, project duration) in the following format. Please provide at least 3-4 relevant work experience details (schools and hospitals):

Sr	Client Name	Location	Budget	Duration	Description of work

V. Provide contact details of 3 donors/clients:

Name of contact person:

Name of the Company:

Mobile Number:

Email Id:

- VI. Summary of Financial Performance Copy of last two years' annual reports
- VII. Audited annual accounts for the last two years
- VIII. Other documents, if any

VI. Submission of Expression of Interest (EOI)

The deadline for submission of the EOI is **January 6th 2020 by 5:00PM.** EOIs received after this date shall not be considered for evaluation.

Companies/agencies shall submit EOI in English electronically to the following email:

During evaluation of the EOI, CAF India may at its discretion, ask applicants for clarifications on their EOI.

For any further details or clarifications, please contact:

Sujit Sahu

Manager Programmes

Email: sujit.sahu@cafindia.org

Contact no.: 91 11 2613 4193 – 96

VII. Empanelment clarifications

There will be no pre-empanelment meeting for prospective applicants. However, clarifications, if any on the empanelment may be sought by email sent to contact@cafindia.org on or before the due date of submission.