



01/09/2017

Expression of Interest (Eoi) Notice

1. Sealed Eois are invited from Project Management Consultants (PMCs) for complete lifecycle management of the project entailing construction of 100 room guesthouse project planned to be developed at India Expo Centre & Mart, Greater Noida, Uttar Pradesh.
2. The timelines are as mentioned below:

Online availability of Eoi document	01/09/2017
Last date for submission of Eoi	09/09/2017
Shortlisting of qualified parties	12/09/2017
Pre-bid meeting for qualified parties	15/09/2017

The date of submission of final proposals shall be communicated after the completion of pre-bid meeting with the qualified parties.

3. Applicant PMC can visit the site after attending the pre-bid meeting by coordinating with the undersigned.
4. High level deliverables include functioning as the nodal point for IEMML to coordinate on its behalf with project architect and contractors during the entire project duration which includes construction of 100 rooms Guest House. The key expectation from the PMC is ensure project completion by meeting the defined parameters of cost and quality within the planned delivery timeframes.
5. Expression of Interest is required at this stage and only shortlisted parties shall be invited for pre-bid meeting.
6. Interested parties are advised to go carefully through the Eoi Document to ensure compliance before submitting their duly filled Eoi document. Eois submitted on the basis of conditions other than those mentioned in the Eoi document shall not be acceptable and may be summarily rejected.
7. IEMML reserves the right to reject the Eoi submitted by the party without assigning any reason.
8. All other conditions relevant to Eoi process can be seen in instructions given in Eoi Document. For further details, please log on to www.indiaexpomart.com.
9. Interested parties to submit their respective Eois as per the format in Annexures mentioned in the end of the document, in sealed envelopes at the below mentioned address

Chief Financial Officer
India Exposition Mart Ltd.
Plot No. 23 –25 & 27- 29
Knowledge Park - II
Gautam Budh Nagar
Greater NOIDA – 201306

Tel. No: 0120-2328011-20, 2002 (Ext.) Fax No.: 0120-2328010
Email: cfo@indiaexpocentre.com



**EXPRESSION OF INTEREST FOR PROJECT MANAGEMENT CONSULTING
(PMC) SERVICES FOR SETTING UP A 100 ROOM GUESTHOUSE AT
INDIA EXPO MART & CENTRE IN GREATER NOIDA**

Tender No.:/IEML /PROJECTS/2017-18

Date: 01/09/2017



1.1 About IEML

India Exposition Mart Ltd (IEML) was established with an overarching objective of improving the exports of handicrafts/ cottage sector products from India by offering dedicated display spaces to the Indian exporters. In view of export enhancement of the cottage sector, committee of secretaries headed by Cabinet Secretary approved the project for setting up of India Expo Mart & Centre in April 1999 based on the themes of upcoming centralized export centres in Dallas, Atlanta, Los Angeles, Utrecht in the Netherlands and Shanghai, China. India Expo Mart & Centre is India's first state of the art project for cottage sector wherein Round 'O' Clock International Marketing has been conceptualized. IEML is on one of the most modern, largest, integrated and multipurpose exhibition & convention centre in India.

Registration and Other Details

Particulars	Description
Corporate Identification Number	U99999DL2001PLC110396
Registration Date	12/04/2001
Name of Company	India Exposition Mart Limited
Category/Sub-category of the company	Public Company Limited by shares/ Indian Non-Government Company
Address of the registered office and contact details	Plot No. 1, 210, Atlantic Plaza, 2 nd Floor, Local Shopping Centre, Mayur Vihar, Phase-1, Delhi-110091
Whether listed company	No

Principal business activities of the company

S.No	Name and Description of main products/ services	NIC Code of the product/ service	% to total turnover of the company
1	Exhibitions	9214	85.30
2	Maintenance	45202	13.99

Business Scenario

Financial Year	No. of events	No. of set-up days	No. of events day	No. of total occupancy days
2014-15	24	99	70	169
2015-16	19	57	55	112
2016-17	30	86	103	189



1.2 About Project

IEML is planning to set up a guest house in the perimeter of currently existing India Expo Mart & Centre in Greater Noida. The total area earmarked for setting up the guest house is proposed to be 10,000 square metres, and shall be having a total of 100 rooms in the first phase with scope of scaling upto 300 rooms in the next phase. The configuration of the proposed guest house shall be:

- ✓ Stay Rooms
- ✓ Reception area/ lobby
- ✓ Gym and Spa zone
- ✓ Fine dining restaurant / Bar (existing facility to be used)
- ✓ Business centre (existing facility to be used)
- ✓ Coffee shop (existing facility to be used)

In this regard, IEML is planning to engage competent PMC for project management during the entire construction period of the project.

1.3 Eligibility for submission of bids

Project Management Consultants (individuals/ firms) having followed minimum qualifications are hereby invited to submit their EOIs :

- I. Applicant should be a registered company, a registered partnership firm or an LLP and should be in existence in the business for at least 3 years in India.
- II. A minimum of 5-year experience in PMC for commercial projects including hotels and resorts.
- III. A turnover of minimum Rs.1.0 crore each year during the preceding three financial year i.e. 2013-14, 2014-15 and 2015-16 towards business of PMC services.
- IV. Applicant should have atleast completed 3 projects in Government/Non Government sector with minimum 2 projects pertaining to provision of PMC services for hotel/ resort projects
- V. Applicant should not be blacklisted by any State/central Govt. or PSU due to unsatisfactory performance, breach of general or specific Instruction, corrupt/fraudulent practices or any other unethical business practices.



1.4 Process of appointment

- I. The PMC will provide presentation on the project management approach by the PMC which shall be presented to the IEMML management.
- II. Based on the assessment of IEMML management, PMC shall be finalized for the project.

1.5 Scope of Work

The tenderers can submit their proposals as per the scope of work outlined as below:

- I. To help IEMML appoint contractors including assistance in tender development and bid evaluation
- II. To coordinate and liaison between project architect and contractors with a view to ensure improved decision-making w.r.t operational approaches driven by prevailing site conditions.
- III. Forecasting and planning for requirements in a rolling manner on weekly basis and coordinating with the finance department on maintaining cash flows for making procurement related payments, as decided.
- IV. It is duty of the PMC to supervise the work and provide correct measurement & process and certify the bills as per tender documents for the payment. It will be sole responsibility of the PMC to check verify the contractors bills as well as the bills of all vendors and RM suppliers. Quality and quantity checking systems should be set up by the PMC and all evidence maintained.
- V. The PMC shall sign the day- to- day general documents on behalf of the IEMML. However, all contracts and related issues which are to be awarded to the contractors shall be finalized only by the owners i.e. IEMML
- VI. All the material entering the site and its overall production and safety shall be the responsibility of the concerned contractor appointed for the project and PMC will have to set up adequate control systems and ensure zero theft at the site. IEMML shall not be responsible for any theft or loss or any damage due to natural calamities or otherwise at the site.
- VII. Overall safety at site of work is the major responsibility of the Contractor and to ensure this the PMC shall set up a OHSAS compliant system and ensure through contractor that all signages, warnings, safety requirements, use of helmets and others for the labours and persons entering site are duly provisioned. In-case of any mishaps, IEMML shall not be



having any responsibility for the same and IEMML will provide such relevant clauses in the Agreement of Contracts and others.

- VIII. The PMC also has responsibility to ensure that the project cost should be within the cost estimates prepared and should not over run the cost. Therefore, the success of the project will be measured only in terms of its completion within time frame and within defined cost and quality parameters.
- IX. It is also the duty of the PMC to ensure the material used in the project are of similar specification, standard, quality as approved in the BOQ with documents. PMC will ensure that materials being used by contractors are of the same quality having no change. The PMC will ensure that all the specifications in the BOQ are being strictly adhere to. The IEMML committee will undertake random inspections and it would be required for PMC to keep a system which will provide instant control on the quality and standard.
- X. It is the duty of the PMC to provide complete details of close out along with complete drawing duly signed by Architect and hard copies. The PMC shall leave the premises after three months of the handover to IEMML to assist the guest house operating agency appointed by IEMML for its operations and management.
- XI. All formalities pertaining to Labour Laws, Environment and other requirements of the civic bodies shall be the responsibility of the PMC at site. Compliances related to IEMML as project owner will have to be fully met by the PMC on behalf of IEMML. Compliances related to contractor should be ensured by the IEMML and non-conformities eliminated. IEMML will have to be indemnified in this regard.

1.6 Modalities of Professional Fee

IEMML would prefer the bidders to submit their quotes on percentage basis. The total cost of the project is capped to INR 40 Crores.



ANNEXURE -A

Pre-qualification compliance checklist

S.No	Qualification Criteria	Supporting documents to be submitted	Compliance [Y/N]
1	Applicant should be a registered company, a registered partnership firm or an LLP and should be in existence in the business for at least 3 years in India.	Copy of the Certificate of Incorporation for a company or registered partnership deed of the firm	
2	A minimum of 5-year experience in PMC for commercial projects including hotels and resorts.	Copy of the Work Order and completion certificate	
3	A turnover of minimum Rs.1.0 crore each year during the preceding three financial year i.e. 2013-14, 2014-15 and 2015-16 towards business of PMC services.	Proof of which is to be submitted in the form of audited/certified balance sheets and income statements	
4	Applicant should have atleast completed 3 projects in Government sector with minimum 2 projects pertaining to provision of PMC services for hotel/ resort projects	Copy of the Work Order and completion certificate	
5	Applicant should not be blacklisted by during last three financial years in any State/central Govt. or PSU due to unsatisfactory performance, breach of general or specific Instruction, corrupt/fraudulent practices or any other unethical business practices	Company Secretary certified document/self certified document	



ANNEXURE -B

About Organization

Provide here a brief (two pages) description / profile of your organization for this assignment.]



ANNEXURE -C

Relevant Experience

Using the format below, provide information on each assignment for which your firm, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out services similar to the ones requested under this assignment.

Client Name	Client address
Approx. value of the contract (in Rs.):	Project Location
Duration of engagement (months):	Names of professional staff along with qualification engaged in the project
