

**BHARATIYA VIDYA BHAVAN'S**  
**SARDAR PATEL COLLEGE OF ENGINEERING**  
**SARDAR PATEL INSTITUTE OF TECHNOLOGY**

Autonomous Colleges affiliated to University of Mumbai  
Munshi Nagar, Andheri West, Mumbai – 400 058

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**REQUEST FOR PROPOSAL (RFP)**  
**FOR APPOINTMENT OF**  
**PROJECT MANAGEMENT CONSULTANT (PMC)**

For Comprehensive Project Management, Supervision, Quality Control, Safety Management, Cost Monitoring, and Contract Administration

**FOR THE SPCE-SPIT HOSTEL PROJECT**

Bhavan's Campus, Andheri West, Mumbai – 400 058

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RFP Reference No.	SPCE/HOSTEL/PMC/2026-27/01
Date of Issue	15 <sup>th</sup> May 2026
Issuing Authority	Principal, SPCE and Principal, SPIT
Submission Deadline	29 <sup>th</sup> May 2026 (15 days from date of issue)
Mode of Submission	Physical submission in sealed envelope at SPCE Administrative Office
Contact for Queries	<a href="mailto:principal@spce.ac.in">principal@spce.ac.in</a> , <a href="mailto:principal@spit.ac.in">principal@spit.ac.in</a> Contact No. 9869376943

## 1. BACKGROUND AND PROJECT OVERVIEW

Bharatiya Vidya Bhavan's Sardar Patel College of Engineering (SPCE), Andheri West, Mumbai is a Government-aided autonomous engineering college affiliated to the University of Mumbai and is the sister institute of Sardar Patel Institute of Technology (SPIT), hereinafter referred as “The Institutes”, both located on the Bhavan's campus.

SPCE and SPIT are undertaking the construction of a new Student Hostel facility to accommodate approximately 900 students, with a built-up area of approximately 1,60,000 sq.ft., of which around 1,00,000 sq.ft. will be constructed in the first phase. The project involves the engagement of a Design Architect for architectural design and a Liaison Consultant Architect (LCA) for obtaining MCGM approvals. A Project Management Consultant (PMC) is now being engaged to provide independent, professional oversight of the entire project from design stage through construction and final handover.

**Key Project Parameters:**

Parameter	Details
Project	SPCE-SPIT Student Hostel
Location	Bhavan's Campus, Andheri West, Mumbai – 400 058
Approx. Built-up Area	~1,00,000 sq.ft.
Capacity	~900 students (3 per room basis)
Estimated Cost of Civil works	To be confirmed at DPR stage (indicative: ₹ 35 crore)
Estimated Project Duration	Approximately 30 months from commencement of construction
Project Owner	Bharatiya Vidya Bhavan

**2. PURPOSE OF THIS RFP**

The Institutes invite proposals from experienced and qualified Project Management Consultant firms to provide comprehensive PMC services for the SPCE-SPIT Hostel Project. The PMC shall act as the Owner's representative and shall be responsible for:

- Independent oversight and management of the entire project lifecycle from design review to final handover
- Cost estimation, budgeting, value engineering, and cost control throughout construction
- Quality Assurance and Quality Control (QA/QC) of all construction activities and safety Management for construction Project.
- Construction supervision, schedule monitoring, and progress reporting
- Contract administration for all project contracts (main contractor, sub-contractors, vendors)
- Coordination between the Design Architect, LCA, structural engineer, MEP consultants, contractor and the Institutes
- Final site inspection, snag list preparation, and punch list closure before handover
- Advice on any unforeseen issues arise during life cycle of the construction project.

The PMC shall report directly to and work under the direction of the Institutes Institute management and shall act in the exclusive interest of the Institutes at all times.

**3. SCOPE OF SERVICES**

**3.1 Pre-Construction Phase**

1. Review of architectural, structural and MEP drawings prepared by the Design Architect for buildability, completeness, and value engineering opportunities; submit written review report with recommendations.
2. Prepare an independent Detailed Project Report (DPR) including Bill of Quantities (BOQ), technical specifications, and independent cost estimate for all works.
3. Assist the Institutes in preparation of tender documents for the main construction contract and sub-contracts, including Conditions of Contract, BOQ, technical specifications, and Employer's Requirements.
4. Conduct a transparent bidding process for selection of the main contractor – evaluate bids, prepare comparative statements, and recommend award.
5. Review and comment on the selected contractor's Construction Programme / Master Schedule.
6. Coordinate with the LCA to ensure all statutory approvals are in place prior to commencement of construction.

7. Proposed bar chart and cash-flow statement alongwith risk register.

### **3.2 Construction Phase – Supervision and Quality Control**

8. Station a qualified, dedicated Resident Engineer (RE) / Site Engineer at the project site for continuous daily supervision. The RE must be a degree-holding civil / structural engineer.
9. Implement and maintain a Quality Management Plan (QMP) and Safety Management Plan (SMP) for the project; conduct material testing, inspection of workmanship, and maintain site quality records.
10. Verify and certify that all materials conform to approved specifications and IS codes; reject non-conforming materials.
11. Conduct regular site inspections (daily by RE; weekly by senior PMC engineer; monthly by PMC Principal / Project Manager).
12. Review and approve contractor's method statements, shop drawings, material submittals, and as-built drawings.
13. Monitor construction progress against the Master Schedule; identify delays early and recommend corrective action.
14. Maintain a detailed Site Inspection Register (SIR), Deficiency Log, and Non-Conformance Report (NCR) system, hindrance register.
15. Ensure compliance with applicable IS codes, NBC 2016, MCGM guidelines, and project specifications at all stages.

### **3.3 Cost Management and Contract Administration**

16. Prepare and maintain a Project Cost Register tracking all approved, committed, and actual costs.
17. Scrutinise and certify all contractor's running account (RA) bills and final bills; ensure billing is as per actual measured work and approved rates only.
18. Process, evaluate, and recommend decisions on contractor's claims, variations, and deviations; prevent scope creep.
19. Prepare and submit monthly Cost & Progress Reports (EVM) to the Institute management.
20. Conduct monthly site meetings with all project stakeholders; prepare and circulate minutes of meeting (MoM).
21. Administer the Contract and enforce its terms; issue instructions, show cause notices, and other Contract documents as required.

### **3.4 Safety, Environment and Compliance**

22. Implement a site-specific Safety Management Plan; ensure the contractor maintains all safety standards per applicable regulations and Factory Act, where applicable.
23. Monitor compliance with environmental conditions and Tree Authority conditions.
24. Ensure all statutory labour law requirements are met by the contractor (EPF, ESIC, BOCW Act, safety and insurance, etc.).

### **3.5 Handover and Post-Construction Phase**

25. Prepare a comprehensive Snagging / Defect List (Punch List) before practical completion.
26. Certify Practical Completion and issue Taking-Over Certificate only after satisfactory closure of all snag items.
27. Assist the Institutes in receiving all as-built drawings, Operation & Maintenance (O&M) manuals, warranties, and guarantees from the contractor.
28. Monitor the Defects Liability Period (DLP) and ensure the contractor attends to and rectifies all defects within the DLP.
29. Facilitate issue of the Final Completion Certificate and release of retention money after satisfactory completion.

### 3.6 Coordination with Other Consultants

30. Act as the single-window coordinator between the Institutes, the Design Architect, the LCA, structural engineer, MEP consultants, the main contractor, and sub-contractors.
31. Ensure that the LCA has all construction-stage documents required for stage-wise MCGM certifications (PCC, BCC, OC).
32. Attend and chair all coordination meetings; ensure all action items are tracked and closed.

### 3.7 Reporting

33. Submit to the Institutes: Weekly flash progress reports; Monthly comprehensive cost and progress reports (with S-curve, cash flow forecast, and photo documentation); Exception / Alert Reports for any critical deviations.
34. Maintain and provide the Institutes with access to a project document management system (physical and/or digital) for all project documents.
35. Successful closure of the work contract after completion and handover of the project.

## 4. KEY PERSONNEL REQUIREMENTS

The PMC firm must deploy, at minimum, the following key personnel on this project:

Sr.	Role	Qualification	Minimum Experience
1	Project Manager / PMC-in-Charge	BE/B.Tech Civil + MBA or PMP preferred	15 years; ≥ 3 similar projects as PM
2	Resident Engineer (full-time on site)	BE/B.Tech Civil Engineering	7 years; institutional/residential construction
3	QA/QC Engineer	BE/B.Tech Civil / Structural	5 years in QA/QC role
4	Cost Estimator / Quantity Surveyor	BE Civil / Diploma + QS certification	7 years in BOQ, billing, cost control
5	MEP Coordinator (part-time)	BE Electrical or Mechanical	5 years in MEP coordination

The Project Manager and Resident Engineer shall be dedicated to this project. CVs of all proposed key personnel must be included in the Technical Proposal. Substitution of key personnel after appointment shall require prior written approval of the Institutes.

## 5. ELIGIBILITY CRITERIA

Sr.	Criterion	Minimum Requirement
1	Legal Status	Registered firm / company (Pvt. Ltd., LLP, Partnership, or Proprietorship with Col or PAN)
2	Years in Business	Minimum 10 years of active PMC practice
3	Similar Assignments	PMC for at least 3 institutional or large residential / mixed-use projects of minimum ₹25 crore project cost each, in Mumbai / MMR, completed in the last 5 years

Sr.	Criterion	Minimum Requirement
4	Annual Turnover	Average annual fee turnover of ₹50 lakh or above in last 3 financial years (CA-certified)
5	Key Personnel Availability	Must confirm availability of all key personnel listed in Section 4 from date of engagement
6	Conflict of Interest	Must not be associated with the Design Architect, LCA, or any bidder for the main construction contract
7	No Blacklisting	Not blacklisted / debarred by any Central, State or Local Government authority

## 6. PROPOSAL SUBMISSION REQUIREMENTS

Proposals shall be submitted in two separate sealed envelopes in one outer sealed envelope, as follows:

### Envelope A – Technical Proposal

- Covering letter on firm's letterhead, signed by authorised signatory
- Company profile and registration documents (CoI / firm registration / GST certificate / PAN)
- List of minimum 3 qualifying similar PMC assignments – project name, client, project cost, scope, PMC fee, year of completion, and client contact reference
- CVs of all key personnel proposed, with supporting qualifications and experience certificates
- Staffing plan – names of persons to be deployed, roles, estimated man-months on site
- Proposed approach, methodology and tools for project management, supervision, QA/QC, and cost control (max 8 pages)
- Proposed Master Schedule for PMC activities (from appointment to DLP closure)
- Proposed Quality Management Plan (QMP) outline
- Sample formats of key documents: Site Inspection Report, Monthly Progress Report, NCR, MoM format
- CA-certified audited turnover statements for FY 2022-23, 2023-24, and 2024-25
- Declaration of no blacklisting and no conflict of interest

### Envelope B – Financial Proposal

- Total PMC professional fee (in ₹, inclusive of all taxes) for the full scope from pre-construction to DLP closure
- Fee break-up by phase (Pre-construction, Construction, Post-construction / DLP)
- Monthly retainer structure and payment schedule proposed
- Any reimbursable expenses / out-of-pocket expenses, if applicable

Proposals must be superscribed 'RFP for PMC – SPCE-SPIT Hostel Project' and addressed to:

**The Stores, Room No. 48**

Sardar Patel College of Engineering, Munshi Nagar, Andheri West, Mumbai – 400 058

## 7. EVALUATION CRITERIA

Technical and Financial proposals will be evaluated using QCBS with the following weightage:

Sr.	Evaluation Criterion	Weightage
1	Firm profile and legal standing	20%
2	Relevant PMC experience – similar institutional projects in Mumbai/MMR	30%
3	Proposed approach, methodology, tools for PM, QA/QC, cost control	20%
4	Key personnel – qualifications, experience, and CV strength	20%
5	Sample deliverables quality (SIR, MPR, QMP samples)	10%
	<b>TOTAL</b>	<b>100%</b>

Only technically qualified top 5 proposals in Technical Evaluation (Criteria 1–5) will have Financial Proposals opened. The Institutes reserves the right to conduct presentations by shortlisted firms.

## 8. FEE STRUCTURE AND PAYMENT MILESTONES

PMC fee is typically structured as a percentage of the final project cost or as a lump-sum, broken into the following indicative phases. Bidders may propose either model:

Sr.	Phase / Milestone	% of Total PMC Fee
1	Pre-construction phase (DPR, BOQ, tender process, contractor selection)	10%
2	Construction phase – monthly retainer (spread over construction period)	75%
3	Practical Completion and handover (snagging, O&M, Taking-Over Certificate)	10%
4	End of Defects Liability Period (DLP) – final completion certificate	5%

All statutory charges, laboratory testing fees, and third-party inspection costs payable to external agencies shall be borne by SPCE and SPIT separately and shall not form part of the PMC fee.

## 9. GENERAL TERMS AND CONDITIONS

1. The Institutes reserve the right to accept or reject any or all proposals, wholly or in part, without assigning reasons.
2. The Institutes reserve the right to negotiate scope and fee with the selected firm prior to award.
3. The PMC shall not sub-contract any portion of the services (especially site supervision) without prior written consent of the Institutes.
4. All project documents, reports, data, drawings, and records prepared or obtained during the assignment shall be the exclusive property of The Institutes.

5. The PMC shall maintain strict confidentiality of all project, financial, and institutional information.
6. The PMC shall take out and maintain all necessary professional indemnity insurance and shall submit proof of the same to The Institutes prior to commencement.
7. The PMC shall be liable for costs or damages arising due to negligence, errors, or omissions in the performance of its duties and breach of contract.
8. Any key personnel substitution shall require prior written approval of The Institutes and only a person of equivalent or higher qualification may be proposed.
9. The Institutes shall not reimburse any costs incurred in preparation of the proposal.
10. Disputes, if any, shall be subject to the jurisdiction of Courts in Mumbai.

## 10. IMPORTANT DATES

Sr.	Event	Date
1	Issue of RFP	15 <sup>th</sup> May 2026
2	Last date for written queries / clarifications	29 <sup>th</sup> May 2026
3	Pre-bid meeting (mandatory for all bidders)	_____
4	Issue of pre-bid clarifications / addendum	_____
5	Deadline for proposal submission	_____
6	Opening of Technical Proposals	_____
7	Presentations by shortlisted firms	_____
8	Opening of Financial Proposals	_____
9	Award of Engagement / Letter of Intent (LoI)	_____
10	Execution of PMC Agreement	_____

Issued by:

**Principal**

Sardar Patel College of Engineering, Mumbai

Sardar Patel Institute of Technology, Mumbai

Date: 15<sup>th</sup> May 2026

## ANNEXURE I – FINANCIAL PROPOSAL FORMAT

(To be submitted in SEALED ENVELOPE B)

To,  
Principal,  
Sardar Patel College of Engineering, Andheri West, Mumbai – 400 058.  
Sardar Patel Institute of Technology, Andheri West, Mumbai – 400 058.

Subject: Financial Proposal – Appointment of Project Management Consultant (PMC) for SPCE-SPIT Hostel Project

We, \_\_\_\_\_ (Firm Name), having reviewed the RFP No. SPCE/HOSTEL/PMC/2026-27/01, hereby submit our Financial Proposal as follows:

Sr.	Phase / Component	Amount (₹)
1	Pre-construction phase (DPR, BOQ, tender management)	₹ _____
2	Construction phase – monthly retainer x _____ months	₹ _____ /month = ₹ _____
3	Practical Completion / Handover Phase	₹ _____
4	Defects Liability Period (DLP) Phase	₹ _____
5	GST (applicable rate: _____)	₹ _____
6	Reimbursable expenses (specify)	₹ _____
<b>TOTAL PMC FEE (Inclusive of all)</b>		<b>₹ _____</b>

Amount in words: \_\_\_\_\_

As a % of project cost (if applicable): \_\_\_\_\_ % of final construction cost

We confirm that our proposal is valid for 90 days from the date of submission.

Authorised Signatory:

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Firm / Organisation: \_\_\_\_\_

GST No.: \_\_\_\_\_ PAN: \_\_\_\_\_

Date: \_\_\_\_\_ Seal: \_\_\_\_\_

## ANNEXURE II – DECLARATION BY BIDDER

I / We, \_\_\_\_\_, hereby solemnly declare that:

1. Our firm has not been blacklisted or debarred by any Central, State, or Local Government authority or Public Sector Undertaking in India.
2. We have no conflict of interest with the Design Architect, LCA, or any bidder for the main construction contract for this project.
3. All information provided in our proposal is true and correct to the best of our knowledge. We understand that submission of false information will lead to immediate disqualification and termination of contract, if awarded.
4. We accept the terms and conditions of this RFP in full.
5. We commit to deploying the key personnel named in our proposal, and will seek prior written approval of SPCE before any substitution.

Authorised Signatory:

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Firm / Organisation: \_\_\_\_\_

Date: \_\_\_\_\_ Seal: \_\_\_\_\_