

DISCLAIMER

The information contained in this Request for Proposal ("RFP") or subsequently provided to select Non-Governmental/ Not For Profit organizations ("NGOs"), whether in writing, electronically, orally or otherwise by or on behalf of CBRE South Asia Private Limited (hereinafter "CBRE India") is provided on the terms and conditions set out in this RFP and such other terms and conditions as may be communicated by CBRE India from time to time.

This RFP is not an agreement and is neither an offer nor an invitation by CBRE India to interested NGOs who apply for empanelment (henceforth "Bidders") in response to this RFP. The purpose of this RFP is to provide Bidders with information that may be useful to them in preparing and submitting their proposals ("Proposal") for empanelment with CBRE India as an Implementation Agency ("IA") for CBRE India's corporate social responsibility ("CSR") programs.

Whilst every care has been taken by CBRE India in preparing this RFP, it is issued without responsibility for the accuracy, completeness or omission of any information. Neither CBRE India nor its affiliates or their employees, agents or advisers will be liable to any Bidder in any way for any matter arising out of or in connection with, whether directly or indirectly, this RFP.

Request For Proposal (RFP)

Title: To conduct rapid baseline and delivery of basic medical and nutrition supplement services to migrant labor population under the 'Ek Pehal' program of CBRE India

About CBRE

CBRE Group, Inc. (NYSE: CBRE), a Fortune 500 and S&P 500 company headquartered in Los Angeles, is the world's largest commercial real estate services and investment firm (based on 2017 revenue). The company has more than 80,000 employees (excluding affiliates) and serves real estate investors and occupiers through approximately 450 offices (excluding affiliates) worldwide.

CBRE India, an indirect, wholly owned subsidiary of CBRE Group, Inc., was the first international property consultancy to set up an office in India in 1994. Since then, the operations have grown to include more than 8,000 professionals across 10 offices with a presence in over 80 cities in India. As a leading international property consultancy, CBRE India provides clients with a wide range of real estate solutions, including Strategic Consulting, Valuations/Appraisals, Capital Markets, Agency Services, Asset Services and Project Management.

RFP Overview

Request For Proposal: (RFP Code: CBRE India/RFP/Rapid baseline and basic health diagnostic and nutrition supplement services/2019-20)

CBRE India invites proposals from reputed NGOs working on the following thematic areas:

- 1) Health diagnostic and basic treatment services
- 2) Supplementary nutrition for children
- 3) Health and nutrition awareness
- 4) Basic education and learning
- 5) Safe sanitation practices

RFP released by:	CBRE South Asia Pvt. Ltd.
Program Name:	Ek Pehal
Date of RFP:	14 th February 2020
Last Date of Submission of Proposals:	21 st February 2020

CBRE Cares – Ek Pehal

At CBRE India we believe that every life has an equal right to a good quality of living. Today, millions of migrant workers and their families are building our modern spaces but are themselves surrounded by poor housing conditions, poverty, illness and despair; and are fighting a daily battle for their survival. Our mission is to give them a chance to lift themselves out of this cycle of despair.

The CBRE group runs a global flagship corporate responsibility program under the banner of CBRE Cares, which is supported and funded by CBRE Foundation, a non-profit, public benefit corporation that supports the CBRE group's philanthropic initiatives, and has pledged its efforts to address the health and nutrition related concerns of migrant workers & their families (especially women and children) living in and around the various construction sites in India.

The first edition of CBRE Cares in India – “Ek Pehal” is a small beginning to improving lives of those with the greatest needs. As part of this initiative, it is intended that a “Social Mobility Unit” (SMU) will visit slums/jhuggis/labour colonies around the various construction sites and offer health & nutrition, basic education and awareness on sanitation practices and other services as per need identified to the migrant workers and their families. This “Social Mobility Unit” (SMU) is essentially a team of dedicated social workers, doctors, counsellors, mobilizers, etc. aimed at improving the health and well-being of children, adolescents and women living in and around these construction sites.

Purpose of this RFP

CBRE India, through this RFP, wishes to invite proposals from NGOs with a proven track record in the specific thematic areas mentioned above to undertake the first phase of ‘Ek Pehal’ as an IA. Bidders are requested to submit their proposals on the basis of detailed instructions given below to set up and run high impact projects in partnership with CBRE India using innovative and sustainable models.

CBRE India intends its CSR interventions in alignment with the following Sustainable Development Goals (SDGs) through this RFP:

SDG 3 (Good health and well-being), SDG 10 (Reduced inequalities)

It would also be an essential requirement to build in sustainability in the projects through behavior change and ensure leveraging the existent government schemes to enhance the benefits of the proposed project.

Bidders may submit Proposals highlighting their strengths and areas of expertise to encompass all thematic areas stated

Scope of work

NGOs may submit proposals for the thematic areas mentioned above as per the scope defined below:

Sr. No.	Location	Proposal requested	Target groups
1	Multiple locations across India (To be decided)	1) Health diagnostic and basic treatment services 2) Supplementary nutrition for children 3) Health and nutrition awareness 4) Basic education and learning 5) Safe sanitation practices	1) Children 2) Adolescents 3) Parents

The intended activities are to be executed using a single touch point as per the definition of "Social Mobility Unit". The same can be executed preferably through availability of a mobile medical Unit/van. The following are the 'specific' and 'general' intended interventions for each of the target groups under the migrant labor demography:

Target beneficiary	Intended specific intervention	Intended general intervention
For Children	Supplementary nutrition	Diagnostic and treatment - Weight check, treatment of skin infections, cough-cold, diarrhea/pneumonia, cuts/bruises, etc. Supplementary nutrition – Vitamins, Iron, etc. Sanitation practices – nail cutting, handwashing, access to soap
For Adolescents (girls)	Health checkups, Supplementary nutrition, nutrition awareness, menstrual hygiene, personal protection and safety	
For Parents	Counselling for family planning, health and nutrition, sanitation and personal hygiene practices	

General intervention will run across all target beneficiaries while the specific intervention will be only for that target beneficiary segment.

In addition to the interventions the implementation partner is expected to keep a record of enrolments and maintain attendance at all project related activities as part of beneficiary tracking and reporting mechanisms. For this purpose, it is proposed that under the "Ek Pehal" program:

- All beneficiaries will have to enroll for the program and provide the necessary details as per the enrolment format. The same will be provided by CBRE
- All enrolled beneficiaries will be assigned to a unique identification number called a Primary Beneficiary Unit (PBU) and provided an ID card. Each single individual and resident family will be assigned a PBU (formats will be discussed with applicants during the presentation phase)
- The PBU ID will be the primary document to track how the beneficiaries are availing of the benefits and record the same as part of an MIS system. The same will be provided by CBRE
- Case history files marked with the PBU ID will need to be maintained for each beneficiary as well as attendance in awareness sessions

February 14, 2020



Additional activities (Based on mutual decision and as per the need identified)

- Distribution of mosquito nets
- Distribution of sanitary napkins
- Liquid soap and dispenser

Project deliverables and timelines

1) A Rapid baseline will be needed to be conducted at the commencement of the project for all locations after which a detailed assessment report on the specific needs in line with the thematic areas will need to be submitted by the IP	2 weeks from commencement of the project at each site
2) A detailed progress and fund utilization report in the specified format will need to be submitted on completion of mutually agreed targets detailed in the workplan/MoU	25 th March 2020

Based on the project execution performance of the IA within the reporting timeframe, CBRE India may elect to extend the empanelment of the IA for the next phase of Ek Pehal.

The complete proposals and supporting documents have to be sent to: cbrecares.ekpehal@cbre.com in the prescribed format. Timelines for all the RFP related procedures are mentioned below:

Last date of submission of Proposals	21 st February 2020
Resolution of queries based on RFP (cut-off date)	25 th February 2020
Presentations by shortlisted NGOs (cut-off date)	26 th – 28 th February 2020
Final shortlisted NGO partner announcement	4 th -5 th March 2020
Signing of NDA with final shortlisted NGO partner	6 th March 2020
Commencement of project work	9 th March 2020
Agreement to be signed	9 th – 16 th March 2020
Project progress report	25 th March 2020

All enquiries regarding this RFP should be made before 21st February 2020 via email to cbrecares.ekpehal@cbre.com

Submission of proposals and supporting documents through any other means will not be accepted and may lead to automatic rejection

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Proposal guidelines

Proposal: Proposals to be submitted in the format attached as per the template provided. Please give explanation if any of the fields are being left blank.

Budget: Budget must be submitted as per template provided. Please provide detailed break-up of each line item and all sub-line item costs with clear budget explanatory notes. Any taxes including Goods and Services Tax, Value Added Tax or any other applicable tax, duty, cess or levies, must be quoted separately from the price of goods and services. The budget has to be for 1 year. A tentative projection for consecutive 3 years (if required) can also be added as cost of scaleup

Ganttchart: A Gantt Chart detailing the comprehensive list of activities proposed in the Proposal along with a timeline must also be submitted.

Please send in your submissions with Subject Line as per below:

CBRE India/RFP/Rapid baseline and basic health diagnostic and nutrition supplement services/2019-20/Name of Organization

Please find all the templates here at: <https://www.cbre.co.in/en/about/corporate-responsibility>

Terms & Conditions

1. **Duration of the project:** Duration of the project will be 1 year
2. **Validity:** Your proposal must remain valid for a minimum of twelve (24) months from the date of receipt by CBRE India.
3. **Negotiations:** Bidders are expected to submit their most competitive Proposal. The contract will be awarded on the basis of merit of Proposal. However, CBRE India reserves the right to request responses to questions or conduct negotiations with any potential agency prior to awarding a contract. The negotiations and clarifications requested during the process of evaluation of Proposals do not, in no way, guarantee award of the project.
4. **Rejection of proposal:** This document is a request for Proposals only, and in no way binds CBRE India to make an award. CBRE India reserves the right to reject any and all Proposals and/or to cancel the RFP, without any liability whatsoever.
5. **Costs:** The Bidder shall bear all costs associated with or relating to the preparation and submission of its Proposal including but not limited to expenses associated with any demonstrations or presentations which may be required by CBRE India or any other costs incurred in connection with or relating to its Proposal. CBRE India shall not be liable in any manner for the same or for any other costs or expenses incurred by a Bidder in preparation or submission of Proposal, regardless of the conduct or outcome of this RFP and related processes.
6. **Financial viability:** Proposals must certify the financial viability and adequacy of resources of the Bidder to complete the proposed assignment within the agreed time frame and in conformity with the standards and other terms laid down by CBRE India. CBRE India reserves the right to request and review up to the last three financial statements and audit reports including schedules and annexures, as part of the basis of the award if required.
7. **Branding alignment:** CBRE India has set brand guidelines that should be incorporated and followed while demonstrating the CBRE India's brand in relation to the project, if taken up. The same will be communicated formally within the contract to be executed upon award of the RFP. Any changes to the formats or usage of the brand/logo will be subject to prior written approvals from CBRE India.
8. **Copyright and Patents:** CBRE India shall be entitled to all copyrights, patents and other proprietary rights and trademarks with regard to the products or documents and other materials which bear a direct relation to or are produced or prepared or collected in consequences of or in the course of the execution of this RFP. All plans, reports, recommendations, estimates, documents and data compiled by the IA under the RFP and/or the contract shall be the property of CBRE India and cannot be used, duplicated or shared by the IA without the written consent of CBRE India.
9. **Amendments:** At any time prior to the last date for submission of Proposals, CBRE India may, for any reason, either as its own initiative or in response to clarifications requested by a Bidder, modify the RFP by the issuance of Addenda. Any addenda issued subsequent to this RFP will be deemed to form part of this RFP.
10. **Confidentiality:** The contents of this RFP and any other information provided by CBRE India constitute CBRE India's confidential information, and the Bidder agrees to keep the same strictly confidential. If CBRE India requests, Bidder(s) must return the RFP (and any copies) to CBRE India or confirm in writing that all copies (including any electronic copies) have been destroyed.

11. **Governing Law:** The RFP process shall be governed by, and construed in accordance with, the laws of India and the Courts at New Delhi shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with this RFP and any matters connected thereto.
12. **Miscellaneous:** CBRE India, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to;
- a) suspend and/or cancel the RFP and/or amend and/or supplement the RFP or modify the dates or other terms and conditions relating thereto;
 - b) consult with any Bidder in order to receive clarification or further information;
 - c) retain any information and/or evidence submitted to CBRE India by, on behalf of, and/or in relation to any Bidder;
 - d) independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Bidder;
 - e) decide to partner with an NGO outside this RFP; and/or
 - f) apply whatever assessment criteria it considers appropriate in review of Proposals and the selection of the successful Bidder.

CBRE India reserves the right to verify all statements, information and documents submitted by the Bidder in response to the RFP. Failure of CBRE India to undertake such verification shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of CBRE India there under.

In case it is found at any time during or subsequent to the empanelment process or anytime during the period of subsistence thereof, that one or more of the pre-qualification conditions have not been met by the Bidder or that the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith and any agreement / contract, if signed, shall be liable to be terminated by a communication in writing by CBRE India to the Bidder, without CBRE India being liable in any manner whatsoever to the Bidder.

CBRE India is not obliged to disclose the results of its assessment or the process of assessment of Proposals, and Bidders agree not to seek access to such information.

CBRE India will notify Bidders in due course as to whether their Proposal has been rejected or accepted.

Submission of a Proposal does not create any obligation for CBRE India to accept and enter into any contractual arrangements with a Bidder.

13. **Disqualification:** CBRE India may, in its sole discretion and at any time during the evaluation of Proposals, disqualify any Bidder, if the Bidder:
- a) made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;
 - b) exhibits a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years;

- c) submits a proposal that is not accompanied by required documentation or is non-responsive;
- d) fails to provide clarifications related thereto, as and when sought;
- e) submits more than one proposal;
- f) has been blacklisted by any Central / State Government, department or any other agency for corrupt and fraudulent practices.

14. Liability: CBRE India makes no representation or warranty and shall have no liability to any person or Bidder under any law, rules or regulations 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, completeness or reliability of the RFP and any assessment, assumption, statement or information contained herein or deemed to form part of this RFP or arising in any way from this RFP process.

Notwithstanding anything contained in this RFP, CBRE India is not bound to empanel any Bidder(s) or select any Bidder(s) for any project. CBRE India reserves the right to reject all or any of the Bidders or to cancel/ withdraw the RFP at any time, without assigning any reason whatsoever.

The Bidder hereby agrees and releases CBRE India, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/or performance of any obligations hereunder, pursuant hereto and/or in connection herewith and waives any and all rights and/or claims it may have in this respect, whether actual or contingent, whether present or future.

15. Removal of Difficulties: Any matter not covered specifically in this RFP may be settled by mutual discussions and one or more addenda to the RFP issued by CBRE India.

Eligibility Criteria

- The Bidder must have a minimum track record of 3 years in carrying out projects similar to the project envisaged under this RFP.
- The Bidder must be in compliance with all rules, guidelines, laws laid down by the central and respective state governments and government agencies as well as the regulatory bodies for undertaking the activities as mentioned in detail in the document
- The Bidder must have a clean track record and must not have been involved in any litigation, investigation, inquiry whatsoever
- The Bidder must not have any affiliation or association with any political or religious organization.
- The Bidder must have a dedicated team strength of minimum 20 people to successfully undertaken the projects
- The Bidder shall not have a conflict of interest that affects the empanelment process or any sanction of work that may follow. Any Bidder found to have a conflict of interest is liable to be disqualified. Any misrepresentation shall lead to disqualification of the Bidder.

Selection methodology: process, selection committee

Shortlisted Bidders may be called to make a presentation for their capability. This shortlisting will be based on the capability that the Bidder has in the area already announced by CBRE India for its CSR activities.

- The invitation for presentation will be rolled out through an e-mail. In case of any query, the shortlisted Bidder must contact CBRE India team within two days of receiving the invitation/e-mail.
- The shortlisted Bidders are required to present their capability and case studies within 15 days of receiving the invitation. This must include capability and experience of all the team members as well.
- Date and time for the presentation will be assigned to each shortlisted Bidder on first come, first serve basis.
- Once all the shortlisted Bidders have made the presentation, CBRE India will conduct the first round of selection process basis their capability and experience.
- For the second and final round of the selection, top three Bidders will be called to give a detailed presentation on the below mentioned parameters:
 - Capability Profile – 20%
 - Prior experience of undertaking CSR projects for migrant workers & their families (especially women and children) – 20%
 - Team Size/Strength – 20%
 - Plan for CBRE – 20%
 - Financial Plan – 20%
- The Selection Committee will comprise of the members of leadership team of CBRE India.
- The Bidder which gets selected after the final round will have to present an activity roll out as well as sustenance plan and methodology for the year