



SRINAGAR DEVELOPMENT AUTHORITY, BEMINA BY-PASS, SRINAGAR
PHONES: 0194-2493191, 0194-2493199 FAX: 0194-2493180

NIT No: SDA/02 of 2022-2023 Dated: 17/04/2022

Vice Chairman, Srinagar Development Authority, invites Request for Proposal (RFP) for the selection of consultant for preparation of detailed project Report (DPR) and other consultancy works for various Developmental projects in Srinagar Development Authority

The complete bidding documents can be seen and downloaded from the website public procurement portal <http://jktenders.gov.in>.

1. The bidder shall submit their bids in electronic format on website <http://jktenders.gov.in>.
2. The dates for online bidding are tabulated below:-

Name of the Project	"Selection of Transaction Advisor for Empanelment with Srinagar Development Authority
Name of the Client	Srinagar Development Authority
Name and Address for submission of Proposals (Online)	Vice Chairman SDA, Office complex at Bemina, Srinagar
Name and Address for Correspondence with the Client	Office complex at Bemina Bye-pass Srinagar
Processing Fee	Processing Fee of Rs.5,000/- (Rupees Ten Thousand only) is to be submitted along with the bid.
Proposal Security	Proposal Security of Rs.2.00 lakh (Rupees One Lakh only) in the form of Bank Guarantee to be submitted along with the bid.
Period of Proposal Validity	180 days from Proposal Due Date or any extension thereof, sought by the Client.
Bidding Parameter	The Transaction Advisor scoring the maximum marks in the evaluation of Technical Proposal submitted according to the formula mentioned in RFP document.
Publishing date	18-04-2022
Pre-bid Meeting	Pre-bid meeting will be held on 22.04.2022 at 11 Hrs in the office chambers of Vice Chairman SDA.

Bid submission date	25-04-2022
Proposal Due Date (Online)	The Proposal Due Date is 06.05.2022 till 1600 hours.
Opening of Proposals (Online)	07.05.2022 at 1100 hours in the office chambers of the Vice Chairman SDA at Bemina Srinagar
Issue of Letter of Award/ Empanelment (Award Letter)	Within 15 days from the date of Declaration of Empanelment List or any extension specified by Client, subject to approval by the competent authority of the Client/ Government of J&K.
Email address	sdasrinagar.jk.gov.in
Telephone No.	0194-2493191
Website	http://jktenders.gov.in .

3. Bid must be accompanied by all the pre-qualification documents, declaration from including cost of tender documents in the shape of Demand Draft and earnest money in the shape of CDR pledged to Srinagar development Authority and scanned copy of the same should be uploaded with the tender.
4. To participate in the bidding process, bidder must have (DSC) "Digital signature certificate" as per information technology Act-2000. The certificate will be required for digitally signing of the bids. The bidder can get the DSC from any approved vendor. The bidder, who already posses valid DSC not need to procure Digital Signature Certificate,.
5. Before submission of online tenders, bidder must ensure, the scanned copy of all the documents have been attached with the bid failing which their bid/offer shall be rejected without serving any notice.
6. The bidders have to submit their bids in electronic format with Digital Signature Certificate. No proposal will be accepted in physical format.
7. The SDA will not be responsible for any delay in online submission of bids, whatsoever, reasons may be.
8. The bids shall remain valid for 180 days from the last date of submission of bids/tenders.
9. All other terms and conditions/ eligibility can be seen at <http://jktenders.gov.in>.

Vice Chairman,
Srinagar Development Authority

Copy to the:-

01. The Vice Chairman, Srinagar Development Authority for information.
02. All Officers of SDA _____.
03. Deputy Director Publicity & Protocol, SDA, for information and necessary action. The said NIT may be got published once in the three leading local "Newspapers" of the valley.
04. Computer Programmer, SDA for information. The said NIT may be uploaded In SDA web site.

REQUEST FOR PROPOSAL

FOR

SELECTION OF CONSULTANT FOR PREPARATION OF DETAILED PROJECT REPORT (DPR) FOR VARIOUS DEVELOPMENT PROJECTS IN UNION TERRITORY OF JAMMU & KASHMIR

MINISTRY OF URBAN DEVELOPMENT GOVERNMENT OF JAMMU & KASHMIR

Selection of Consultant for Preparation of Detailed Project Report (DPR) for various Development Projects in Jammu & Kashmir

INTRODUCTION:

Keeping in mind the upcoming development projects in J&K, The Ministry of Urban Development, and Government of Jammu & Kashmir has planned to appoint a consultant to assist the various departments by means of Architectural Design Consultancy.

DEFINITION

Client – Ministry of Urban Development, Govt of Jammu & Kashmir (herein called the Client)
Bidder – Architectural & Engineering Consultancy Firm (herein called the Bidder)

OBJECTIVES

CLIENT requires the services of suitably qualified and registered Architectural Consultancy Firms for preparation of Detailed Project Report (DPR) including Layout Plans, Detail Designs, Interior Designs, BOQ, Specifications, Estimates& Tender documented for various Urban Development / Building Infrastructure Development works in Jammu & Kashmir.

TERMS & CONDITIONS OF EMPANELMENT:

1.0. APPLICABILITY

Any Individual, Sole Proprietorship Firm, Partnership Firm, Public Limited company or a Private Limited Company may apply for selection of “Bidder” under these rules provided the eligibility criteria and other conditions are satisfied.

2.0. Dead Line for submission of bids: up to 30.04.2022, 15:00 hrs.

The Client/Owner may extend the deadline for submission of Tenders by issuing an amendment in writing in which case all rights and obligations of the Employer and the Tenderer previously subject to the original deadline will be subject to new deadline.

Period of Sale of Tender document	T+19 days (T= Date of Publishing)
Date/Time for submission of Original/Hard Copy of Tender Fee, EMD and Tender documents.	T+19 days upto 15:00 hrs.
Date/Time and Place for Opening of Tender	T+19 days upto 15:30 hrs.
Date/Time and Place for Opening of Financial Bid	To be informed later to eligible Bidders

3.0. ELIGIBILITY CRITERIA:

All Bidders interested and fulfilling the below mentioned eligibility criteria only shall apply.

- 3.1. The Bidder/Bidder's Director/Partner/Proprietor/Principal Architect must possess a minimum qualification of Bachelor of Architecture (B.Arch.) or equivalent from a recognized Indian University.
- 3.2. The Bidder/Bidder's Director/Partner/Proprietor/Principal Architect must be registered with the Council of Architecture and must possess a Council of Architecture valid registration certificate.
- 3.3. The Bidder must have successfully completed DPR Consultancy including architectural and engineering design consultancy services, BOQ Preparation, Preparation of estimate & tender for any buildings, viz Institutional Campus, Hospitals, Public Buildings during any of the last 7 years ending on the last day of the month, with project value for selection in different categories as detailed out below:

Building Works:

At least one completed Project/ work of value more than Rs.500 Crores.

Or

Two completed Projects/works each of value not less than Rs.300 Crores

Or

Three completed Projects/works each of value not less than Rs.250 Crores

Campus Master Planning Works

At least one completed project of DPR for Master Planning of 200 Acres land area.

- 3.4. The Bidder shall submit the Completion Certificate from the Employer indicating the

Scope of Work, Completion Date of Project/work, Completed Value of Project. The Principal employer should be Government Organization or a Government Entity.

- 3.5. The Bidder should have an average Financial Turnover of not less than Rs. 10.00 Cr (in terms of consultancy fees received) in the last 3 years ending March-2021. The audited Balance sheet for the last 3 years ending March -2021 should be enclosed.

4.0. EVALUATION CRITERIA FOR SELECTION OF CONSULTANT

The Bidders who fulfil the eligibility criteria as mentioned in Clause 3.0 above shall be considered for further evaluation. Accordingly, the Technical Bid submitted shall be evaluated. Based upon the details and documents submitted by the eligible Bidders along with the Technical Bid, further evaluation shall be done on various criteria as defined below:

S. No.	Evaluation Criteria	Marks to be Awarded
1.	Completed Similar Building Projects (Details of to be furnished in Annexure 5)	>300 Crores :05 Marks (Max.marksshallnotexceed10marks)
2.	Experience in Hilly Region (Details to be furnished in Annexure 6)	>300 Crores :05 Marks (Max.marksshallnotexceed10marks)
3.	Period of Architectural Practice / Experience (Details of Director, Certification of Registration to be furnished in Annexure 2)	>05to10 years: 04Marks >10to15 years: 06Marks >15to20 years: 08Marks >20years : 10Marks (Max.marksshallnotexceed10marks)
4.	Financial Capability (Details of to be furnished in Annexure 3)	Minimum 10 Crores :10 Marks (Additional 01 Marks for every 01 Crore increment in Annual Turnover over and above 10 Crores.) (Max.marksshallnotexceed20marks)
5.	In House Personnel Strength (List of all such persons, Qualification, Field of Specialization and Tenure of work with the firm to be furnished in Annexure 4)	>00 to 50 Nos:05Marks >50 to 100Nos:10Marks >100 to150 Nos:20Marks >150Nos: 30Marks (Max.marksshallnotexceed30marks)
6.	Approach and Methodology	20 Marks

4.1. EVALUATION OF APPROACH AND METHODOLOGY (100 MARKS)

- 4.1.1. Understanding of Objectives (20 Marks)
Criteria: General understanding of the project requirements; coverage of principal components as requested in TOR.

- 4.1.2. Quality of Methodology (30 Marks)
Criteria: The degree to which the consultant presented written methodology/approach addresses the requirements of the TOR.
- 4.1.3. Innovativeness/Comments on Terms of Reference (20 Marks)
Criteria: Suggestions, which could improve the quality of the project.
Factors to consider: Marks will be given for workable suggestions proposed.
- 4.1.4. Work Program (30 Marks)
Criteria: A work program showing graphical presentation of activities (bar chart); an organization chart showing the relationship of the Client, the Consultant.

5.0. INSTRUCTION AND GUIDELINES FOR SUBMISSION OF APPLICATION / RFP

- a. RFP for Empanelment document can be downloaded from our website.
- b. Application complete in all respects to be submitted at Srinagar Development Authority at Bemina Bypass Srinagar along-with non- refundable Tender fees of Rs.5000.- (Rupees Five Thousand Nine Hundred only) in the form of Demand Draft / Pay Order in favor of "Srinagar Development Authority" payable at Srinagar.
- c. The Bidders also have to pay Earnest Money Deposit (EMD) of Rs.2,00,000/- in the form of Demand Draft / CDR in favour of "Srinagar Development Authority" payable at Srinagar.
- d. The RFP shall be submitted only as per the enclosed format (s) alongwith all Annexures. Self-attested documentary proof(s) in respect of the details furnished in the RFP form shall be submitted along with the application.
- e. The RFP shall be signed by the authorized person (s) of the firm. All pages of the documents shall be numbered & arranged as per the instruction.
- f. The RFP shall be in English language only. Bidder shall provide certified English translations of any documents forming part of the RFP which are not originally in English language, in which case, for the purpose of interpretation of the RFP, the English translation shall govern.
- g. The bidder is responsible for all of its expenses, costs incurred towards preparation of the RFP, in connection therewith. CLIENT shall, in no case, be responsible or liable for any such cost, whatsoever, regardless of the outcome of the selection process or its abandonment by CLIENT.
- h. Only one (1) entity shall be allowed to participate from the same group of companies and the Bidder shall ensure that its affiliates do not separately participate directly or indirectly in the bidding process.
- i. Amendments/ Corrigendum if any shall be published only in CLIENT website <https://sdasrinagar.JK.gov.in>. Vendors are requested to keep on visiting the CLIENT website for amendments/ corrigendum pls.
- j. Clarifications (if any) may be obtained from the Mr.Tahir Mustafah Malik (Director Land Management) Phone- 9419139786 e-mail-srinagardevelopmentauthority@gmail.com.
- k. CLIENT reserves the right to reject any or all Applications received and/ or any Bidder, at their discretion without assigning any reason whatsoever.
- l. CLIENT reserves the right to ask for additional documents and details, if need arises.

m. CLIENT will not be responsible for any costs or expenses incurred by the Bidder in connection with preparation or expenses because of RFP.

6.0. EARNEST MONEY DEPOSIT (EMD)

- 6.1. The Earnest Money Deposit (EMD) of INR 2,00,000/- shall be in the form of a Bank Draft / CDR in favour of "Srinagar Development Authority" payable at Srinagar. Bid without earnest money shall be rejected.
- 6.2. The Earnest Money Deposit (EMD) of the unsuccessful bidder will be discharged/returned as promptly as possible, but not later than 30 days after the expiry of the period of the bid validity prescribed by the CLIENT.
- 6.3. The Earnest Money Deposit (EMD) may be forfeited :
 - a. If the bidder withdraws his bid during the period of bid validity specified by the bidder in the Bid form or
 - b. In the case of successful bidder, if the bidder fails :
 - (i) to sign the contract in accordance with RFP document or
 - (ii) to furnish performance security in accordance with RFP document.

7.0. SELECTION PROCEDURE

- 7.1. Technical Evaluation: This will be done on the basis of documentary evidence submitted by the bidders/bidder.
- 7.2. Detailed technical evaluation shall be carried out by Technical Evaluation Committee pursuant to conditions in the tender document to determine the substantial responsiveness of each tender. For this clause, the substantially responsive bid is one that conforms to all the eligibility and terms and condition of the tender without any material deviation. CLIENT determination of the bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence. The CLIENT shall evaluate the technical proposal also to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are in order.
- 7.3. A bid determined as substantially non-responsive will be rejected by the CLIENT and shall not subsequent to the bid opening be made responsive by the bidder by correction of the nonconformity.
- 7.4. The financial bid of only the top 3 bidders from the technical evaluation shall be opened.
- 7.5. The final selection shall be based on QCBS i.e. Quality and Cost based Selection. Technical evaluation will be opened at the time and date intimated through mail/web portal). The weightages of technical & financial shall be 80:20 respectively.

8.0. PERIOD OF VALIDITY OF BIDS

- 8.1. Bid shall remain valid for 120 days from the date of Tender prescribed by the CLIENT pursuant to the RFP. A bid valid for a shorter period shall be rejected by the CLIENT being non-responsive.
- 8.2. In exceptional circumstances, the CLIENT may request the consent of the bidder for an extension to the period of bid validity. The request and the response thereto shall be made in writing. The Earnest Money Deposit (EMD) provided shall also be suitably extended. The bidder may refuse the request without forfeiting his Earnest Money Deposit (EMD). A bidder accepting the request and granting extension will not be permitted to modify his bid.

9.0. SCOPE OF WORK

9.1. Stage – 1: Feasibility Report

- 9.1.1. All surveys including topographic surveys, soil investigation reports
- 9.1.2. Preliminary estimation of the projects
- 9.1.3. Conceptual layout plans
- 9.1.4. Area Distribution Statements
- 9.1.5. Analysis of Stake Holders meeting

9.2. Stage – 2: Detailed Project Report

- 9.2.1. Submission of detailed estimates for according Technical Sanction by CLIENT for building work including internal services, external services and lifts within 45 days and estimate of external electrification i/c Central Air- Conditioning, Access control, Solar lighting, electrical sub-station, horticulture, Building Management system, lifts, fire protection, I.T. related works, furniture etc. within 60 days as per latest DSR and updated cost index. Rates of market rate items are to be supported with three quotations & analysis of rates & drawings. Architect to get the estimate checked from CLIENT.
- 9.2.2. Submission of Tender Drawings, technical specifications of Non Scheduled Items, bill of quantities, additional specifications etc. for Civil, electrical including all services and all activities complete, drainage, sewerage, water supply, rain water harvesting, internal roads, horticulture, external electrification including electrical sub-station, Central Air- Conditioning, Access control, Solar lighting, Building Management system, lifts, fire protection, I.T. related works, furniture etc.
- 9.2.3. Preparation of Good for Construction Drawings (including bar bending schedule) of each type as applicable (Architectural, structural etc.) of all type of works including Civil, electrical, drainage, sewerage, water supply, rain water harvesting, external electrification including electrical sub- station, Central Air- Conditioning, Access control, Solar lighting, Building Management system, lifts, horticulture, fire protection, I.T. related works, furniture etc.

9.3. Stage – 3: Bidding Document

- 9.3.1. The complete bidding document of the project to be developed on EPC framework shall be submitted in such form as convenient to float It directly to the prospective bidders. The bidding document shall abide to the basis principle of competitive bidding and no cash commitment from the Authority as far as possible shall be provided in the Bid Document.
- 9.3.2. On the basis of the submitted documents by Bidders in stage 3 the selection of developer shall be done and Bidder shall provide all technical assistance to the Authority during the pre-bid meetings, replying to the various queries by the developer on the proposed details of the work and site on approval of the Authority, assisting in finalising the minutes of pre-bid meeting and incorporating the necessary changes in the documents as necessary on the approval of the Authority. Bidder shall be responsible for all the details submitted to the Developer.
- 9.3.3. The Bidder shall be responsible for organising pre-bid meets as desired by the Authority and shall provide all technical assistance to the Authority; Cost of organising pre-bid meets shall be borne by Authority.
- 9.3.4. The Bidder shall be responsible to prepare Bid Evaluation Report and shall submit the report to the Authority with its recommendation.
- 9.3.5. The Bidder shall facilitate the issue of LOA to the Selected Bidder, shall finalise the Agreement and shall also facilitate the signing of Agreement between the Authority and the selected Bidder.

9.4. Stage – 4: During Construction

- 9.4.1. The clarifications, discussions, review site visits etc. in connection with the design/ drawings and during the execution of project.
- 9.4.2. Taking Completion cum Occupancy certificate from local/statutory bodies for the occupancy of building. Submission of Contingency and Response plan in proper form along with its soft copy. Issue Structural soundness certificates

10.0. TIME FRAME & DELIVERABLES (Payment schedule)

The schedule for the consultancy work will be as follows:

S. No.	Activities	Payment against Quoted Price (in % age)
Stage 1	Submission and approval of Feasibility Report Site survey & analysis, conceptual layout plan, block cost estimate, techno – economic viability report	5%
Stage 2	Preparation and Approval of DPR Site survey & analysis, project design programme, site layout plan, detail estimate of one identical block, detail estimate of associate infrastructure viz.	20%

	Internal Road, Sump, Street Light etc, all related drawings, listing statutory clearances / approvals	
Stage 3	Submission for working drawings with structural details and Architectural details.	20%
Stage 4	Preparation of tender document and (BOQ) Bill of Quantities.	15%
Stage 5	When the execution of project starts on ground.	10%
	At the time of release of 70% to the contractor/ contractors.	10%
	At the time of release of 90% to the contractor/contractors	10%
	At the time of successful completion of the project.	10%(on work done cost)

Stage 1 as per preliminary cost of estimate.

Stage 2,3,4 as per DPR cost

Stage 5 as per work done.

11.0. BIDDER'S OBLIGATIONS

The "Bidder" should fulfil all his obligations specified under these rules within the time and in the manner as specified. Some of the obligations are

- a. Prior approval shall be obtained before modifying the constitution of the firm/company.
- b. Intimation regarding change of address should be given in advance or within one month along with documentary proof bankers, Income Tax Department, States Tax Department and service tax etc.
- c. DPR Bidder shall maintain good conduct while carrying out work and shall not indulge in unethical practices.
- d. The works awarded should be executed strictly as per terms and conditions of contract.
- e. Top priority should be accorded for timely submission of drawings, design calculation and BOQ etc.
- f. Bidder shall carry all modifications as desired by Client / Owner.
- g. Bidder shall provide detailed computations and back - up of design sheets and estimates to Client / Owner.
- h. Bidder shall provide all drawings & designs on Auto Cad, STADD - Pro /or any relevant computer programme in editable format. Copy of final design/drawings shall be made available to Client/Owner in editable soft copy on compact disc also.

12.0. OBLIGATION OF THE CLIENT/CLIENT

- a. CLIENT/client shall provide all required inputs about the utilities and functional requirements of the buildings to optimize the plan.

- b. CLIENT/client shall provide all possible assistance in the form of recommendatory letters only to the Architect in getting approval of buildings from local/statutory authorities.

13.0. DISCIPLINARY ACTIONS

The "Bidder" shall have to abide by all the rules of empanelment and also by the terms and conditions of the contract and Notice Inviting Tenders. He shall have to execute the works as per contract on time and with good quality. CLIENT shall have the right to suspend business with him for any period, debar or remove the name from the approved list of Bidder indefinitely or for a period as decided by CLIENT after issue of a show cause notice. Decision of CLIENT shall be final and binding on the Bidder.

14.0. FORCE MAJEURE

Neither the Bidder nor the CLIENT shall be considered as defaulting in the performance of their contractual obligations under this RFP, as long as such performance is prevented or delayed, for reasons, beyond the reasonable control of the party claiming the existences of force majeure such as acts of god, severe earthquake, cyclone, floods, lightning, landslides, fire or explosions, plague or epidemics, pandemic, strikes, lockouts (lasting more than 14 consecutive calendar days), sabotage, blockade, war, riots, invasion, acts of foreign enemies, hostilities (whether war be declared or not), civil war, rebellion, revolution, insurrection or military usurped power or confiscation or trade embargoes or destruction or requisition by order of any Government or any Public Authority. The party claiming the existence of Force Majeure shall within ten days or within shortest possible period without delay, as the case may be, notify the other party about the occurrence of the Force Majeure event and provide the other details of arising and ceasing of the impediment. At the end of the impediment, the party claiming the existence of Force majeure shall provide necessary documental proof of cessation.

As soon as the cause of Force majeure has got removed, the party whose ability to perform its obligations has been affected shall notify the other of such cessation and of the actual delay incurred in such affected activity, adducing necessary evidence in support thereof. From the date of occurrence of a case of Force Majeure, obligations of the party affected shall be suspended during the continuance of Force Majeure Conditions and any liability so caused until the cause itself and the inability so caused resulting there from have been removed and the agreed time of completion of the respective obligations under this contract shall stand extended by a period equal to the period of delay occasioned by such events.

Should one or both the parties be prevented from fulfilling he contractual obligations by state of Force Majeure lasting continuously for a period of six months, the parties shall consult each other regarding the future implementation of the Project.

15.0. SETTLEMENT OF DISPUTES & ARBITRATION

If at any time, any question, disputes or differences whatsoever shall arise between PMC and Architect with regard to or in relation to or in connection with the terms and conditions, whether during the progress of work or after its completion, the matter shall be referred to Appellate Authority for his decision. In case his decision is not acceptable, the matter shall be referred to Arbitral Tribunal consisting of a Sole Arbitrator empanelled in CLIENT as arbitrator and will be dealt as per provisions of Arbitration and Conciliation Act with amendments, if any. For this purpose Appointing Authority (Vice Chairman SDA) will send a list of at least four (04) names from the said panel of arbitrators within 60 days when a written and valid demand for arbitration is received. The architect will be asked to suggest at least 2 names out of the list given to him for appointment as arbitrator within 30 days from the date of dispatch of the list by the Appointing Authority. The Appointing Authority shall appoint one of them as sole arbitrator. The appointing authority shall complete this exercise within 30 days of receipt of the names from the architect. However, if the architect fail to suggest any two (02) names out of the list given to him for appointment as sole arbitrator as aforesaid, then the appointing authority may appoint any one out of the list referred to the architect, as the sole arbitrator, which decision shall be binding on architect. The seat of arbitration shall be Srinagar.

16.0. PERFORMANCE SECURITY

The "Bidder" shall be required to submit an acceptable Bank Guarantee for an amount equivalent to 3% (three percent only) of the accepted Professional Charges (fee) towards Performance Security within 15 days of issue of LOA for the particular work (s). The estimated value of the work as given in tender papers of a particular work(s) shall be taken into account for calculating the amount of performance security. The exact amount of Performance Security shall be mentioned while calling financial bid for individual project or as per extant guideline of CLIENT read with Government of India guidelines for Performance Security. The validity of the Bank Guarantee(s) shall cover the entire duration of the contract period plus three months from stipulated/ extended date of completion. The format of the Bank Guarantee(s) shall be got approved by the "OWNER/Client". The Bank Guarantee(s) shall be released after satisfactory completion of Scope of work.

17.0. GENERAL

17.1. Adequacy of Design

The Services to be rendered by Bidder shall be based on National Building Code (latest edition), relevant applicable codes and sound engineering practices. Major decision and specification shall be reviewed by Client/Owner to the extent desired. Approval of any design / drawing by Owner /Client shall, however, not relieve the Bidder in discharging their responsibilities regarding the adequacy of design and proper functioning of the works. The Bidder shall be fully responsible for the adequacy, accuracy and quality of entire services performed by them in accordance with accepted standards of safety, earthquake requirements, environment protection, rain water harvesting and public health.

Bidder shall also be required to get the adequacy of design proof checked from IIT / IISC with detail Design Basis Report (DBR) on its own cost and Client reserve its right to get the design approved / checked again from any reputed independent agency. In that case it will be the responsibility of the Bidder to depute their executive and furnish necessary clarification / calculations / assistance for the approval of the drawings / design calculations. However, Client shall bear the cost of engagement of independent agency for carrying out design/ drawings rechecked. But in case the designs are found unsatisfactory, the Bidder will be liable to pay the fee of the independent agency.

17.2. Additions and Alterations

The Owner/Client shall have the right to request changes, additions, modifications or selections in the design and drawing of any part of the work at any time and to request additional work in connection therewith and the Bidder shall comply with such request. The decision of Owner/Client shall be final on whether the deviations and additions are substantial and requiring any compensation to be paid to the Bidder.

17.3. Foreclosure of contract

Client/Owner reserve the right for foreclosure of contract without assigning any reason whatsoever. The payments in the event of foreclosure of contract shall be restricted to the amount defined for each activity independently and in the event of such termination the Architect shall be entitled to all such fee for the services actually completed and liable to refund the excess payment if any made to them over and above what is due in terms of this agreement on the date of termination. The Client/ Owner may make full use of all or any of the drawings prepared by the Architect. In case of an activity is partly completed at the time of foreclosure of contract, Client/ Owner shall assess and decide the part fee payable to Architect and his decision shall be final and binding and no claims shall be entertained.

17.4. Rescinding of contract

In the event of failure on the part of the Bidder to complete work in time or to the complete satisfaction of the Client/ Owner or in the event of committing breach of any one or more of terms and conditions of the agreement, Client/ Owner shall be entitled to rescind this contract without prejudice to right to claim damages or remedies under the law. The period of notice to be given to rescind contract will be 15 days and in the event of such termination, Bidder shall be liable to return the excess payment, if any made to them over and above due to them on the date of termination and Client/ Owner will be entitled to make full use of all or any of the drawings / documents prepared by Bidder. In such case Client/ Owner shall have power to engage another Bidder and/or carry out the work through its own resources to complete the balance work. In this case the excess amount, if any incurred by the Client/ Owner shall be debited to the Bidder subject to a maximum of 10% (Ten percent) of the total fee which would have been paid. Bidder shall pay to Client/ Owner such excess expenditure within 30 days of issue of notice failing

which Bidder shall be debarred from consultancy jobs of Client/ Owner in future besides taking other course of action to recover such amount.

17.5. Copyright / Proprietary right

The Bidder hereby agree that the fee to be paid as provided for the particular work (s) will be in full and final for functions to be performed by him and no claim whatsoever shall be made against Client/ Owner in respect of any part relating to the plans, drawings and other documents submitted by Bidder.

The drawings, design, plan and related details prepared and acquired by the Bidder for the particular work (s) entrusted to him will become the property of Client/ Owner. The drawings, design, plan and related details cannot be issued to any other person, firm or authority or used by the Bidder for any other project without prior permission of Client/ Owner. However, the drawings and design can be utilized by Client/ Owner for other works and Bidder shall not have any objection whatsoever.

17.6. Site Meetings

The site meeting shall be held during execution of the work with the Bidder to sort out any clarification or to take any missing information in connection with the work. The meeting may be convened by the Client/ Owner as per the need. However, at least one routine meeting shall be held in a month. Every meeting shall be attended by Principal Architect or any employee Architect of the firm having at least minimum qualification as required for the Principal Architect. Nothing extra shall be payable to the Architect for attending the meeting or for visit to site or office in any case. However, not attending the meeting (on date/time communicated by Client/ Owner to Architect) by Bidder may render him liable to pay compensation of Rs. 10,000/- per meeting for not attending or as decided by the Engineer-in- Charge.

Annexure-1

LETTER OF TRANSMITTAL

To

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SUB:.....

Sir,

Having examined the details given in RFP for the above work, where by submit our

qualification and relevant documents for Selection Process.

1. I/We hereby certify that all the statements made and information supplied in the enclosed Forms are true and correct.
2. I/We have furnished all information and details necessary for Empanelment and have no further pertinent information to supply.
3. I/We hereby confirm that we have read and understood all the stipulations given in this Empanelment documents and the decision of CLIENT with regard to our prequalification shall be final and binding onus.
4. I/We confirm that we are registered with the Council of Architecture of India.

Signature of Authorized Signatory

STRUCTURE AND ORGANIZATION

S.No.	Description	Details submitted by Bidder
1	Name of Bidder:	
2	State the structure of the bidder's organization: (indicate as appropriate) Proprietorship/Partnership/Private	
3	Bidder to provide this information:	
3.1	Name of the company / firm:	
3.2	Legal status of company:	
3.3	Registration No. (Certificate of incorporation, if any):	
3.4	Year of Registration:	
3.5	Registered address:	
3.6	Principal place of business:	
3.7	Address of Branch Offices (own):	
3.8	Details of Directors	
3.9	Name of contact person:	
3.10	Contact person's designation:	
3.11	Address, telephone, email address of contact person:	
4	Whether any of the Directors of the bidder/ Associate Company is a Director or is related to any Director of CLIENT, present or within the past 2 years.	

Declaration by the Bidder: I/We, hereby declare that the Documents have been submitted at the mentioned Page Nos. under Column No. (D).

Signature of Authorized Signatory

FINANCIAL INFORMATION**Turnover for last 3 years from consultancy services:**

S.No.	Financial Year	Amount(inRs.Lakh)
1	2020-2021	
2	2019-2020	
3	2018-2019	

Note: In addition to the above the bidder has to submit the following documents/Information:

1. Copy of Audited Balance Sheet(s) :
For the last five years
2. Copy of valid GST Number. :
3. Copy of PAN/TAN card. :
4. Details of litigations, if any. :
5. Other relevant details, if any. :

Signature of Authorized Signatory

DETAILS OF IN HOUSE PERSONNEL STRENGTH

S.No.	Name	Academic Qualifications	Designation	Field of Specialisation	Total years of Experience / Tenure of Work in this Firm

Place:

Signature of the bidder Name & Designation

Date:

LIST OF ASSIGNMENTS COMPLETED IN LAST (7) YEARS

S. No	Name of Work / Project with address	Short description of Architectural / Consultancy assignment	Name and address of Owner / Client	Value of Work/ Project	Date of Start of Work/Project		Date of Completion of Work/ Project		Bonus/ Liquidated damages if any imposed on consultant
					Stipulated	Actual	Stipulated	Actual	

Note:

The list of Works/Project mentioned should be substantiated with documentary evidence such as work orders and completion certificates in the absence of which the application is liable to be rejected.

Place:

Signature of the bidder Name & Designation

Date:

LIST OF PROJECTS/ ASSIGNMENTS IN PROGRESS

S. No.	Name of Work/ Project in Progress with Address	Short description of Architectural Consult	Name and address of Owner	Value of Work/ Project executed	Date of Start of Work/ Project	Stipulated time of Completion	Status of work	Expected date of completion	Any other relevant information

Note:

The list of Works/Project mentioned should be substantiated with documentary evidence such as work orders etc. in the absence of which the application is liable to be rejected.

Place:

Signature of the bidder Name & Designation

Date:

LIST OF WORKS FOR WHICH GRIHA/IGBC/INTERNATIONAL RATINGS FOR GREEN BUILDINGS EARNED

S. No.	Name of Client	Name of Project	Covered Area	Cost of Work	Detail of the Project (Salient Feature of the Project)	Rating Earned

Place:

Signature of the bidder Name & Designation

Date:

LIST OF EQUIPMENTS AVAILABLE WITH THE FIRM

S.No.	Name of Equipment	Type	No's.
1	Computers		
2	Printers		
3	Plotters		
4	Software's		

Place:

Signature of the bidder Name & Designation

Date:

FINANCIAL BID**PROFORMA FOR QUOTING THE
RATES**

Name of work			
Name of Firm			
S.No.	Item	Quoted Price of the Bidder (in % age of total estimated project cost)	
1.	Consultancy Charges as per The scope of work and terms & conditions of the bid document.	<i>In Figure:</i> (upto two decimal places)	
		<i>In words:</i>	

- The Quoted Amount should be Inclusive of all prevailing taxes, including GST.

Yours faithfully

(authorized signatory of the Bidder)

AFFIDAVIT

Affidavit of _____ S/o _____ R/o _____
_____.

I, the deponent above named do hereby solemnly affirm and declare as under:

1. That I am the Authorized signatory of _____. Having its Head Office/Regd. Office at _____.
2. That the information/ documents/ Experience certificates submitted by _____ along with the Bid for “are genuine and true and nothing has been concealed.
3. The Undersigned confirms that the bid shall be valid for 120 days (One hundred & twenty days) from the opening date of RFP bids.
4. I shall have no objection in case _____ verifies them from issuing authority (ies). I shall also have no objection in providing the original copy of the document(s), in case _____ demands so for verification.
5. It is certified that all approved makes (more than three make) for each respective item to be used in the works are proposed by us Make in India (MII) only as per the norms of minimum local content required as defined in the public procurement (preference to Make in India) order 2017 or any subsequent revision. The makes shall be got approved by _____ as the case may be.
In case, where reputed MII makes are not available, names of any imported/foreign makes shall not be specified, instead requisite specifications of the materials shall be given in the Bid.
6. I hereby confirm that in case, any document, information & / or certificate submitted by me found to be incorrect / false / fabricated, _____ at its discretion may disqualify / reject / terminate the bid/contract and also forfeit the EMD / All dues.
7. I shall have no objection in case _____ verifies any or all Bank Guarantee(s) under any of the clause(s) of Contract including those issued towards Performance Guarantee from the Zonal Branch /office issuing Bank and We shall have no right or claim on my submitted Performance Guarantee before _____ receives said verification.
8. I hereby confirm that our firm /company and sub-Bidder is not blacklisted/ barred /banned from Tendering by _____ / State Government/Central Government/All state and Central government PSU. If this information is found incorrect, _____ at its discretion may disqualify / reject / terminate the bid/contract.

9. The person who has signed the Bid documents is our authorized representative. The Company is responsible for all of his acts and omissions in the Bid.

I, _____, Authorised signatory of _____do hereby confirm that the contents of the above Affidavit are true to my knowledge and nothing has been concealed there from and that no part of it is false.

Verified at this _____ 2022.

DEPONENT