**EXPRESSION OF INTEREST**

**FROM**

**CONSULTANCY FIRMS**

**For**

**PROVIDING ARCHITECTURAL CONSULTANCY SERVICES FOR CONSTRUCTION OF HOUSING COMPLEX (NEW FACULTY RESIDENTIAL BUILDING) IN BIT MESRA, RANCHI**

****

Purchase Department

Birla Institute of Technology

### Mesra, Ranchi.

### Please note that last 5 years CA Certificate of Turnover, GST, PAN, Company Registration, Similar Work Certificates must be attached with the bids.

### Last date of submission is 5th May before 11 am.

### Section 1

1. **General Instructions for Applicants**
2. The address for submission of Expression of Interest and for obtaining further information:

**PURCHASE DEPARTMENT**

**BIRLA INSTITUTE OF TECHNOLOGY, MESRA**

**RANCHI-835 215 (JHARKHAND) – INDIA**

**Email: tenders@bitmesra.ac.in**

1. **The Schedule for Submission of EOI is as follows: -**

|  |  |  |  |
| --- | --- | --- | --- |
| **Submission of Quotations** | **Date** | **Time in hours (IST)** | **Submit to / Venue** |
| **5th May 2021** | **Upto 1100 hrs** | **Purchase, BIT** |

**EOI can also be sent by Hard Copy or Email to the following address:** **tenders@bitmesra.ac.in****;**

1. The EOI along with detailed technical and commercial proposal must be delivered to the address given on or before the last date of submission. If the last date of submission happens to be holiday, the next working day will be the last date for submission.
2. a) Any technical queries related to the above-mentioned work can be addressed to the designated official below during office hours:

Name - Mr. G K Sinha, In Charge Planning and Development

Mobile No. -

Email - ic.Plng@bitmesra.ac.in

b) For other general queries related to the above-mentioned work can be addressed to the designated official below during office hours:

Name - Mr. S Prasad, Asstt. Registrar

Mobile No. -

Email - ar.purchase1@bitmesra.ac.in

1. BIT Mesra reserves the right to accept or reject any application, to annul the entire selection process or reject all applications at any time prior to award of contract, without thereby incurring any liability to the affected applicant(s) or any obligation to inform the affected applicant(s) the grounds for such decision. BIT Mesra also reserves the right to negotiate with the successful applicant if necessary.
2. BIT Mesra reserves the right to terminate the contract by giving a notice of one month if the performance of the Consultant is not found satisfactory or are found to be not performing or not meeting the expectations of BIT Mesra. The consultant shall be given a period of fifteen days to cure the breach or fulfill the contractual obligations.
3. The applicants submitting their proposals would be responsible for all of its expenses, costs and risks incurred towards preparation and submission of their proposals, attending any pre-proposal meeting and visiting the site or any other location in connection therewith. BIT Mesra shall, in no case, be responsible or liable for any such costs whatsoever, regardless of the outcome of the process.
4. The proposals submitted by the applicants shall remain valid for a period of three months after the closing date (deadline) for submission of proposals prescribed in this document.
5. During evaluation, BIT may, at its discretion, ask the applicants for clarifications on their proposals. The applicants are required to respond within the time frame prescribed by the Ins

### SECTION - 2

**Selection of Architect –**

### Process and Evaluation of bids

The bids from the bidders (Architects) are invited for “Preparation of comprehensive architectural design of Housing Complex (Faculty Residential Towers) (at BIT Mesra, Ranchi, Jharkhand**”** in Two-bid system consisting of Technical and Financial Bid.

The Architect will be selected on the basis of Quality and Cost Based Selection (QCBS) as recommended by the selection Committee constituted by the Institute. The evaluation will be done on the basis of the highest combined score obtained in the technical bid evaluation including presentation and the figures quoted in the financial bid.

### ELIGIBILITY CRITERIA

All Bidders have to fulfil the following conditions of eligibility before they are considered for next stage of Evaluation under Technical Bid, termed as Stage - I:

### Experience of Similar Projects

The bidder should have successfully completed at least one similar project under one agreement with minimum built up area of 20000 sqm in at least one project or two similar projects with minimum built up area of 15000 sqm each during the last 05 years ending previous day of last date of submission of bids. Experience should be on the name of the bidder.

A similar project here means “Providing Comprehensive Consultancy Services for planning, designing and development of Housing Complex (Faculty Residential Towers) for Central Universities / IIMs / IITs / NITs / AIIMS / Medical University / Central PSU Campus (es) as well as Private Colleges/Universities with all internal and external services. The bidder should have experience of architectural designing of multistoried buildings. Multi-storied building shall be as defined in latest National Building Code.

### Note:

The bidder is required to confirm that the similar completed works during the last 5 years ending previous day of last date of submission of bids have been executed by him independently and not got executed through another Architect on back-to-back basis. - (Format Annexure 3)

The built-up areas to be considered in similar works will exclude sheds or godowns or semi-permanent structures etc.

Particulars of completed projects and performance of the Bidder duly authenticated/ certified by an officer not below the rank of Executive Engineer or equivalent should be furnished separately for each project or completed or in progress as per (Format Annexure 3) Kindly add order copies/completion certificates etc to support your entries.

### Minimum Overall Experience

The bidder must be practicing in the similar field is not less than 20 years on previous day of last date of submission of bids.

A list of the major and important works designed by the firm during the above period should be given in Format of Annexure 3

1.2.1 Further, if the Bidder has been debarred/ restrained/ blacklisted by any Central Govt. / State Govt. agency/ Autonomous Body of the Central or State Govt./ PSU of India etc. in the last 5 years ending previous day of last date of submission of bids from providing Architectural services then he will not be eligible to participate in this bidding process.

*A self-declaration regarding this should be attached with the bid document*

### Financial Criteria-

1. Bidders should have average annual financial turnover from consultancy services of INR 5.0 crores in immediately preceding 5 Financial years ending up to 31.03.2022.
2. Experience and financial turnover of sub consultants will not be considered for meeting the Qualifying financial / work experience requirements and financial criteria.

The fee should be on the name of the bidder.

Proof of gross receipt from consultancy services in each of preceding 5 Financial years ending 31.03.2022 authenticated by auditor should be submitted.

Registration with Council of Architecture

The bidder should be registered with the Council of Architecture.

The bidder should have at least one team member having expertise in Green Building projects minimum three-star rating or equivalent

### STAGE - I: EVALUATION CRITERIA FOR TECHNICAL BID

The Bidders qualifying the criteria as set out in Section 1 - ELIGIBILITY CRITERIA above will be evaluated by scoring method on the basis of details furnished by them as given below:

|  |
| --- |
| **TABLE – 1****60 Marks** |
| I | Experience ofsimilar projects completed Successfully during the last 5 years endingprevious day of last date of submission of bids. | A. similar Project of minimum built up area1. single project of 20,000 sqm. or minimum two projects of 15,000 sqm each: 12 marks
2. additional project of 20,000 sqm: 8 marks
3. additional project of 15,000 sqm: 4 marks each
 | 25 marksmaximum |
|  | (Refer Form - A and D) |  |  |
| II | Organization Structure and in house Capability Form - F | Sl. No. | Field ofSpecialization/ Key Personnel | DesiredNo. | Experience (Max. Marks) | 15 Marks maximum |
| 1 | LeadArchitect | 1 | Mandatory Requirement(Master’s degree with minimum experience 15 years /B Arch with minimum 20 years’ experience) |  |
| 2 | Architect | 2(2 marks for each) | 6 marks (degree in architecture with minimum experienceof 10years) |  |
| 3 | Landscape Architect | 1(1 mark for each) | 2 marks(master’s degree in landscape architecture with minimum experience of 5 years) |  |
| 4 | Interior Designer/ Architect | 1 | 1 mark(Minimum experience of 10years) |  |
| 5 | Structural Engineer | 1(1 mark for each) | 1 mark(Degree in civil engineering with minimum experience of 20 years) |  |
|  | 6 | ElectricalEngineer | 1 Mark for each | 1 mark(Degree in electrical engineering with minimum experience of 20 years) |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | 7 | Green building Expert | 1 | 2 marks(Certificate from TERI or Equivalent with minimum experienceof 20 years) |  |
|  |  | 8 | Public Health Engineer/ WaterSupply Design engineer | 1 | 1 mark (degree in civil / mechanical with minimum experienceof 20 years) |  |
|  |  | 9 | Network & LAN Engineer | 1 | 1 mark Degree in relevant field (minimum experience of 08 years) |  |
|  | 15 Maximum Marks |

|  |  |  |  |
| --- | --- | --- | --- |
| III | Profit making for the last 5 years |  FY – 20-21 | 10 Marks |
|  | (2 marks for each year of profit making) Ann - R |  19-20 18-19 17-18 16-17 | Maximum |
|  |  |  |  |
| IV | Average annual turnover fromconsultancy services equal or more than INR 5. 00 crores in last five |  FY – 20-21 19-20 18-19 17-18 16-17 | 5 Marks Maximum |
|  | financial years. |  |
|  | one mark for each year of annual |  |
|  | turnover exceeding the value of |  |
|  | INR 4. 00 Cr of each year Ann - R |  |

|  |  |  |  |
| --- | --- | --- | --- |
| V | Design of certified green building/campus for anyInstitutional work for 5 years ending previous day of the last date ofsubmission of the bids | Achievement of having successfully designed a certified multi-story building/ group of certified multi-story buildings in a campus having a built-up area of Minimum 15000 sqm (**Attach the****certificates from the concerned authority)**(i) Gold Rating (as per LEED) or GRIHA-IV (as per Indian Standard) or above in Green Building Design – for each such work: 3.0 marks each | 5 marks Maximum Marks |
|  |  | (ii) Silver Rating (as per LEED) or GRIHA-III (as per Indian Standard) in Green Building – for each such work: 2.0 marks each. |  |

Note:

1. All the bidders should have at least one Lead / Senior Architect / Team Leader who will be responsible for the overall designing and development of the project. This Lead / Senior Architect / Team Leader will have minimum experience of master’s degree with minimum experience 15 years / B Arch with minimum 20 yrs. experience. It may be noted that since this is a mandatory requirement, hence, no separate marks are to be given for the same. The capability of the bidders will be judged by the availability of Team Leader as well as the Team which would assist him / her for which marks are given in Table 1 above.
2. The bidder will submit the CV of each of the above Technical Personnel. Each CV shall be signed in blue ink by the key personnel and countersigned by the authorized officials of the Firm. Photocopy or unsigned / non- counter signed CVs shall be rejected.
3. Each CV shall contain the proof of age and qualification as well as an undertaking from the key personnel about his availability for the duration prescribed in Chapter-4.

To be considered for the next stage i.e., invitation for presentation termed as stage II, a Bidder must secure at least sixty (60%) percent marks in aggregate in evaluation as per Table-1 given above.

If the number of Bidders crossing the threshold of 60% marks in Table-1 is large, then the Institute reserves the right to restrict the maximum number of qualified Bidders up to 10 numbers having scored highest marks and they will be invited for the presentation before the jury.

### Presentation Stage II (40 marks):

Under this stage, the tenderers short listed after Stage-I, shall be invited for the presentation before the Committee.

Time allotted for each bidder is **15** minutes for **Presentation** and 5 minutes for discussion will be allowed.

The concept design shall incorporate all the parameters as mentioned below under Evaluation criteria. The time and venue for presentation will be intimated separately.

The committee shall evaluate the presentation on design concept and would assign the marks independently and then the assigned marks would be averaged out. The Architect shall have no right to challenge the marks assigned by the individual member of the committee and, individual member of the committee shall have no liability to applicant in this regard.

No correspondence would be entertained challenging or contesting the marking by the individual member of the committee.

The committee shall evaluate the design concept of Architect by applying the evaluation criteria, sub-criteria, and point system as stipulated here in under.

### Evaluation Criteria of the Design Concept Presentation (40 Marks)

|  |  |  |
| --- | --- | --- |
| **A.** | **Site Development** | **10 Marks** |
| 1 | Introduction of the firm.Cost effective Site Development with Amenities, Facilities &Services. | 4 |
| 2 | Site Orientation: Compactness, Circulation (Integration), Landscape blending with Proposed Building Profile | 6 |
| **B.** | **Architectural Design** | **20 Marks** |
| 1 | Functional Design, Aesthetics, environmentally friendly considerations like use of environment friendly materials, etc., Green Building Features,Disaster resistant methods/Technologies, Infrastructure for persons with disabilities. (DAP) | 12 |
| 2 | New Technologies (other than conventional Technologies) and New/Materials and Finishes (other than conventional materials)proposed to be used in the Project. The proposed new technology (ies) should demonstrate the time and cost effectiveness. | 5 |
| 3 | Innovative modern and /or Contemporary state of the Art architectural features | 3 |
| **C.** | **Others** | **10 Marks** |
| 1 | Knowledge of Building Bylaws and Statutory Requirements of respective local bodies/ Municipalities etc. for which the biddershould visit the site before submission of bids | 4 |
| 2 | Overall Presentation, Interpretation of Design Concept,Interaction on concept and response to queries of the Committee members | 6 |
|  | **TOTAL** | **40 Marks** |

The objective of the presentation is to know the capability of the architectural consultant in development of a Site Development, concept of functional & innovative design of individual building befitting to contemporary era of globalization endowed with modern concepts which would be well planned, matching with the environment and ecology and incorporating green building concept for ***3 Star Green Rating*** (GRIHA).

|  |  |
| --- | --- |
| Presentation before Selection Committee | 40 marks |
| Total - Table 1 + Presentation marks (TS) | 100 marks |

Hard copy of the presented drawings should be submitted in A1 size to the committee.

The Selection Committee / jury will evaluate the presentation on the above aspects.

The Selection Committee may choose to visit the works already executed on the basis of the applicants to make their assessment, if so required.

### Note:

The opening of Financial Bid of only those bidders shall be considered who score 60% i.e., 60 marks or more in their technical bid evaluation (including presentation marks) (Ts) as evaluated by the Selection Committee / jury, whose

decision in this regard shall be final and binding.

The time, date and place of opening of Financial Bids shall be intimated to all technically qualified bidders separately by the Institute.

### Opening of and Evaluation of Financial Bids:

The Institute shall inform and communicate the date, time and venue of opening of financial bids, to the Bidders whose offers are found to be meeting eligibility criteria as defined in Secton-2 and accept all the terms and conditions of tender/EoI.

A Competent Inhouse technical committee shall open the bids and analyze them with complete due diligence. Successful participants shall be informed over email & phone call.

The evaluation shall be done as per their quoted price in the format Annexure-4 (Price Bid)

### Financial bid shall be given scoring as below:

The bidder who has quoted the lowest price will be assigned a score of 100 in the financial bid. The other bidders will be allotted score relative to the score of bidders with the lowest quote as below:

### Fs = 100 \* Fl /F

Where:

Fs = The financial score of the Financial Proposal being evaluated Fl = The price of lowest priced Financial Proposal

F = The quoted price of Financial Proposal under consideration

### Combined Score evaluation

The score of technical proposal including presentation would be given 70% weightage, and the financial proposal would be given 30% weightage. The weighted combined score of the technical bid including presentation (Ts), and financial proposals (Fs) shall be used to rank the bidders on the basis of formula given as below:

### Combined Score = 70 % \* Ts+ 30 % \* Fs

* 1. The proposals will be ranked according to their combined scores and will be listed in the order of merit as H1, H2, H3

The top H1, H2 & H3 scorers will be given an opportunity to showcase their Presentation to the Hon’ble Chairman & other committee members for Final Selection. Successful bidder shall be declared post this final presentation.

**SECTION - 3**

## Scope of Comprehensive Architectural Services

* 1. **Role of the Architect**

To provide the Architectural Services for (Phase-1 works) for the campus as per the scope of services covered in this section.

## Scope of Services

The broad scope of Services of Architect (Phase -1 works) covers the following:

* + 1. Topographical survey of the proposed site- The Architect will prepare the Specifications and requirement for carrying out Topographical survey and the Survey of all existing services and other constraints existing in and around the site. Thereafter the work will be got executed by the Architect and the report will be utilized for planning and designing of the overall scheme.

The responsibility of the completeness and correctness of the survey will lie with the Architect

* + 1. Site evaluation, Study of existing land use in and around the project area, analysis of architectural character, socio-cultural aspects & heritage of the region.
		2. Study of existing infrastructure, accessibility, circulation pattern and parking.
		3. Ascertain the Institute’s requirements, examine site constraint & potential and prepare a design brief for Institute’s approval.
		4. Preliminary proposal with design philosophy (zoning, micro-planning, phasing, etc.) for development and their impact on immediate environs.
		5. Preparation of overall Site Development.
		6. Concept drawings of individual buildings with plans, elevations & sections.
		7. Conceptual design of services and their inner connectivity, preliminary designs, and specifications.
		8. Urban design including volumetric study and urban form recommendations including pedestrian / vehicular movement and parking.
		9. Landscape Architecture, site-planning, suitability & appraisal, landform, drawings of landscaping elements, open space design, plant structure, illumination design, street furniture and graphic design and signages.
		10. Final concept design and drawings, technical specifications including finishes of individual buildings and services (both external and internal).
		11. Green Building Design - All the design and detailing of the campus shall be with GRIHA- 3 Star Rating. Relevant Specification and initial assessment report shall be submitted by the Architect and the detailed simulation and documentation shall be done by the PMC to obtain GRIHA- 3 Star Rating. Nothing extra shall be paid to the architect on this account.
	1. The Architect shall be required to provide the following as part of his services:
		1. Preparation of Architectural control guidelines / checklist & preparation of drawings of individual buildings and overall Site development and their approval from the statutory bodies by complying all the applicable norms / codes / guidelines /regulations/ byelaws / statutes of local as well as Central Govt. Bodies
		2. Prepare report on site evaluation and analysis with basic approach to circulation, activity distribution and interconnectivity and external linkages including preliminary estimate of project cost based on allowable F.A.R.
		3. Furnish report on measures required to be taken to mitigate the adverse impact, if any, of the proposed development on its immediate environs
		4. Conceptual & final design, specifications, estimates of Acoustic treatment of Modern classrooms, auditorium and other large sized rooms (wherever applicable).
		5. Conceptual & final design, specifications, estimates of non-conventional use of energy (wherever applicable).
		6. Conceptual & final design, specifications of Rainwater harvesting of the entire site along with its approval from the concerned bodies (if any).
		7. Recycling of wastewater, its appraisal, suitability study & preparation of final design/schemes along with specifications & estimates.
		8. Conceptual & detailed design of solid waste management system.
		9. Periodic supervision for ensuring smooth progress and adherence to design concept during execution of work (up to 25 architect visits)

## Sequence of Services -

* 1. **During Preliminary Planning Stage**

Following activities shall be carried out during Preliminary Planning Stage:

Preparation of Conceptual design, drawing and views for:

1. Housing Complex of area 1.8Lacs Sft - approximate budget of 40Crore

The Architect shall get the approval of the conceptual scheme from the Institute both through presentations, physical models, computer walkthrough, etc. Comments and suggestions or alternate proposal of the Institute shall be evaluated and suitably incorporated till the concept design is accepted and frozen.

## Concept Design

* + 1. Ascertain the Institute requirements and examination of site constraints and potential for individual buildings, external and internal systems/ services, and preparation of a brief for the Institute’s review/ recommendations and Institute’s approval including conceptual/ control designs/ drawings/ documents and incorporating required changes, if any.
		2. Development of the concept design after interacting with the Institute.
		3. Submission of the concept design and make presentation of the entire scheme.
		4. Modifications in the concept plan taking into account the comments, suggestions of the Institute and submitting the same to the Institute for approval.
		5. Submission of the final concept design along with models, photograph, 3D-walk through, bird’s perspective and human eye views of public areas and circulation areas and other important features etc. The cost of such models, photographs, etc. shall be borne by the Architect.
		6. Preparation of preliminary estimate of project, based on P.A.R. of CPWD.
		7. Preparation of three-dimensional views and three-dimensional walk-through of the entire building in relation to open spaces and physical model in suitable scale showing the proposal and surrounding areas.
		8. Submission of drawings of masterplan and individual buildings plans, elevations & sections to the Institute / statutory authorities for approval & ensure compliance with codes, standards and legislation as applicable and carry out necessary changes as may be required and obtain approvals from all regulatory authorities.
		9. Obtaining approvals from the Municipal & other local authorities.

## During Final Design Stage-

* + 1. Development and Submission of the Site Development and Modifications of the Site Development taking into account the comments and suggestions of the Institute.
		2. Preparation of drawings showing the common facilities for circulation, parking open spaces and external Architectural form as per the approved drawings.
		3. Preparation of final architectural drawings including all floor plans, sections and elevations for all buildings. The working drawing shall include:
			1. Layout Plan showing:
* All proposed buildings, play fields, green area, Sewage Treatment Plant, Sump, Rainwater Harvesting, Electrical Sub-Station etc.
* Road network, foot path, walkways, blow up of road junction/ parking area and other such area as required.
* External services
	+ - 1. Final Drawings of:
				* Floor plans, superimposed with all conceptual services/ disciplines
				* Elevations
				* Sections
				* Wall profiles
				* Doors & Window details
				* Stairs/ Ramps/ Lifts details
				* Details of building parts, areas, and critical special treatments
				* Toilet details
				* Flooring pattern and details
				* Dado details
				* Roof flow, draining including rainwater harvesting system underground tank
				* Layout and drawing of all types of furniture, all

computer lab equipment, all kitchen equipment etc.

* + - * + Any other conceptual detail required by the Institute.

## During Municipal and Statutory Approval Stage-

* + 1. Obtaining approval of the master Plan from local / statutory authori ties. The Institute provide all the support to obtain the approvals.
		2. The Architect shall prepare schematic network of all services and its interconnectivity including water supply, drainage, sewerage, electrical, communication, fire detection and firefighting, solid waste management system, rainwater harvesting, recycling of wastewater, irrigation system, use of solar energy and other services as may be indicated by the Institute. The Architect shall also prepare an integrated layout plan of the Institute Campus showing all the services. The PMC/Contractor shall obtain approval of schemes of Fire, Lift and Environment based on detailed design from the concerned local statutory /authorities.

## During Pre-tendering Stage-

Conceptual plan for Structural, Mechanical and Electrical work/ services - HVAC, Internal & External Electrification, Substation, DG Set, LT & HT Cabling and Networks, Lifts and escalators, Machine rooms, Lift and escalators shall be designed in accordance with DAP and old age person to make the campus barrier free. Fire Fighting, water and sewerage network and Traffic Analysis etc. so that there is no major

Preparation of necessary details and drawings showing landscape, street furniture and graphic signage including site appraisal and suitability, site- planning, land form and grading, surface drainage design and water management, open space design-roads, parking hard & soft areas, walls, gates & fences, design, plant structure and features, garden furniture design, illumination design, graphic design and signage, co-ordination of external services, periodic inspection & evaluation of construction works as per final designs and specifications

## During Implementation Stage:

Architect shall confirm whether the Detailed Engineering Drawings / Good for construction drawings prepared by other agencies are broadly in accordance with the Concept & Final design

PMC shall review and issue of certified detailed architectural design and drawing as per final design and comments of Architect to ensure the compliance and conformity.

Site visits of Architect required prior to the construction stage shall be deemed to be included in the lump-sum fee of the Architect.

The Architect having adequate qualifications and experience of at least 20 years of work will make periodical site visit as and when required during the entire period of construction, for resolution of conflicts/ coordination and to ensure that work is being carried out as per approved drawings. The mandatory number of site visits of Architect shall be 25 numbers during the construction phase.

The expenses for site visits shall be included in the lump sum fee of the consultancy services of the Architect and nothing extra shall be payable on this account.

Beyond 25 numbers of visit, if some of the Experts are called by the institute for fulfilment of all the Contractual obligations by the Architect, the Architect shall provide such services beyond 25 numbers of visit, if some of the experts are called by the Institute for fulfilment of all the contractual obligations by the Architect, the Architect shall provide such services in accordance with the terms and rates stipulated herein below.

The charges shall be paid for additional experts @ of INR 5,000/- per day per person. The charges for to & fro fare will be reimbursed by the Institute at actual. Charges for lodging & boarding at actual subject to ceiling of INR 3,000/- per day per person will be reimbursed by the Institute and the local transportation shall be arranged by the institute.

A deduction of INR 15,000/- would be made per visit on the Architect for non- deployment of the persons as required by the Institute during the 25 visits as stated above.

## During Completion Stage:

Occupation certificates, wherever necessary from the local bodies after completion of work and inspection by Municipal / Fire Electrical Inspectors will be obtained by PMC/Contractor and supply the same to the Institute. Any fee payable to local bodies for issue of completion certificate, shall be borne by the employer. However, Institute may call upon Architect for advice

PMC/Contractor shall prepare completion drawings (as built drawings), plans elevations and cross sections etc. indicating the details of the building and all internal and external services as completed in hard (10 sets) and soft (2 sets) copies as indicated by the Institute.

After the above are completed, Architect shall submit their Completion report, recording his approval or comments if any, to be attended by PMC / Contractor during rectification period.

Assist the employer in Arbitration / Litigation case that may arise out of the contract entered into, in respect of above project, regarding clarifications / interpretations, supply of drawings, designs, specifications as and when required. The architect’s role will be limited to these clarifications only and unless specifically required by Arbitrator / Court. These will be reimbursed on above basis.

The above scope of services of the Architect is indicative in nature. The Architect shall have to provide all the services not specifically excluded but required for successful implementation of the project.

* 1. **Time Schedule for Stage Wise Activities of Architect**

|  |  |  |  |
| --- | --- | --- | --- |
| Sl.No. | Activities | Period | Remarks |
| A | **Preliminary Stage** |  |  |
| A1 | Topographical Survey | 4weeks | Topographic survey can be started after signing of this agreement(Total- 4 weeks) |
| A2 | Preparation and submission of drawings as stated in Preliminary planning stage for approval from the Institute | 8weeks | From agreement (Total – 8 weeks) |
| B | **Design Finalization Stage** |  |  |
| B1 | Preparation and submission of drawings as stated in Final Design stage after incorporating comments/ suggestion from the Institute. | 4weeks | Total- 12 weeks |
| C | **Municipal and Statutory Approvals stage** |  |  |
| C1 | Preparation and submission of drawings as stated in Municipal Approvals stage and obtain the approvals | 8weeks | Total - 20 weeks |
| C2 | Preparation and submission of drawings as stated in Pre-tender stage | 4weeks | (Total 24) weeks |
| D | **Implementation Stage** |  |  |
| D1 | During execution of project intermittent inputs will be required from the Architects in clarifying the technical queries, site visit to make sure that the construction conforms to the design and specifications. | Actual period of constructioni.e., 24 months | 24 months from the date of start of construction of project |
| E | **Completion Stage** |  |  |
| E1 | Architect’s completion report | 2weeks |  |

**RESPONSE FORM - ANNEXURE I**

Date:

To

The In-Charge, Planning & Development

BIT Mesra, Ranchi

Dear Sir/Madam,

Sub: Expression of Interest (EOI) for the Consultancy Service for Construction of Multistoried Buildings at BIT Mesra campus.

1. Having examined the EOI, the receipt of which is hereby duly acknowledged, I, the undersigned, offer to provide my professional services as required and outlined in the EOI, I undertake to meet such requirements and provide such services as required and as set out in the EOI document.
2. I attach my technical response and our commercial proposal, the technical response as a softcopy and the commercial response in a separate sealed cover as required by the EOI both of which together constitutes our proposal, in full conformity with the said EOI.
3. I have read the provisions of EOI and confirm that these are acceptable to me. I further declare that additional conditions, variations, deviations, if any, found in my proposal shall not be given effect to.
4. I undertake, if my proposal is accepted, to adhere to the scope of engagement or such modified plan as may subsequently be mutually agreed between me and BIT MESRA or its appointed representatives.
5. I agree to unconditionally accept all the terms and conditions set out in the EOI document and also agree to abide by this application for a period of 45 days from the date fixed for opening and it shall remain binding upon us with full force and virtue, until a formal contract is prepared and executed, this proposal response, together with your written acceptance thereof in your notification of award, shall constitute a binding contract between us and BIT MESRA.
6. I affirm that the information contained in this proposal, or any part thereof delivered or to be delivered to the BIT MESRA is true, accurate, and complete. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the BIT MESRA as to any material fact.
7. I agree that BIT Mesra is not bound to accept the lowest or any proposal response you may receive. I also agree that you reserve the right in absolute sense to reject all or any of the products/ service specified in the proposal response without assigning any reason whatsoever.

Signature

Name of Applicant

Address:

**VENDOR INFORMATION – ANNEXURE 2**

**Firm Information**

1. **Name and address**

Name of the firm:

|  |  |  |
| --- | --- | --- |
|  | Address: |  |
|  | Telephone No: | Fax: |
|  | Email: |  |
| **2.2 Date of establishment:** |  |
| **2.3** | **Core Area of expertise of the firm:** |  |
| **2.4** | **Contact person:** |  |
|  | Name: |  |
|  | Designation: |  |
|  | Mobile No: | Email: |
| **2.5** | **GST/PAN registration:** |  |
|  | GST No: |  |
|  | Pan No: |  |
| **2.6** | **Proposed lead person:** |  |
|  | Name: |  |
|  | Education: |  |
|  | Experience year: |  |
|  | Area of Expertise: |  |
| **2.7** | **Staff of the firm** |  |
|  | No of regular staff: |  |

Total:

Professional staff with technical background:

Professional staff with other background: Administrative/support staff:

**3. Supporting documents:**

3.1 **Company Profile**, if any

3.2 **Legal documents**

Provide copy of the legal registration, VAT and PAN registration certificates of the firm, with their latest renewals where applicable

3.3 **Work Experience certificate**:

Provide supporting document for the completed contract assignment, especially indicating those which are relevant to proposed assignment and completed within last five years. (Ref: Table 1)

3.4**Relevant experience of Firm's professional staff** in reference to the proposed assignment

Describe experience of professional staff relevant to the proposed assignment

4. **Equipment**

Provide list of equipment owned by the firm and relevant for the assignment

**Annexure 3: Experience of the Firm in relevant area during the Last 7 Years**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S. | Name of the assignment | Name of the client | Address of the | Duration of the assignment | Total Cost of | Remarks |  |
| N. |  |  | client |  |  |  | the assignment |  |  |
|  |  | From | To | Total |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  | (Date) | (Date) | months | In INRs  |  |  |
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**ANNEXURE – 4 (PRICE BID)**

**COMMERCIAL PROPOSAL FORMAT**

*(To be submitted by the applicant as per the format given below in a separate sealed cover)*

|  |  |  |  |
| --- | --- | --- | --- |
| Sl No  | Name of the work | Approx Budget  | Quote in %  |
|  |  |  |  |
| 2 | New Residential tower for Faculty – Outer Campus  | **40 Crores** |   |

* Any expenses related to travel outside Ranchi on project requirements after due approval `from BIT Mesra will be reimbursed as per mutually agreed terms.
* Apart from travel expense, no out-of-pocket expenses will be reimbursed separately.

**Undertaking**: I hereby declare that the details furnished above are true and correct to the best of my knowledge.

Dated Signature

Name of Consultant

Address: