

**EXPRESSION OF INTEREST
FROM
CONSULTANCY FIRMS FOR PROVIDING**

**ARCHITECTURAL CONSULTANCY SERVICES
FOR CONSTRUCTION /EXPANSION OF BUILDINGS – CANTEEN, OPEN AIR
THEATRE & MUSIC ROOM at BIT Mesra, Ranchi Campus**



OFFICE OF THE REGISTRAR
Birla Institute of Technology
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EXPRESSION OF INTEREST FROM CONSULTANCY FIRMS FOR PROVIDING ARCHITECTURAL CONSULTANCY SERVICES FOR CONSTRUCTION OF NEW BUILDINGS & EXTENSION OF EXISTING BUILDINGS OF BIT MESRA, RANCHI

Ref No.: BIT/Arch/Appt/2021-22 /002

Date: 16th April 2021

BIT Mesra, established in 1955, is a premier technical institute and deemed University u/s 3 of UGC Act, 1956, with its registered office located at Mesra, Ranchi-835215 (Jharkhand). More details about the Institute may be seen at our website “www.bitmesra.ac.in”

1. PRESENT REQUIREMENT

We need consultancy firms for providing **ARCHITECTURAL CONSULTANCY SERVICES** for construction of new buildings and extension of existing building of bit Mesra, Ranchi.

2. ROLE OF THE SELECTED ARCHITECTURAL AND ENGINEERING DESIGN CONSULTANCY FIRM

The role of the selected firm is to provide Architectural and Engineering Design Consultancy and detailing for all requirements, including but not limited to the following:

a) PART 1: Vertical Expansion of BIT Canteen

- I. **Approximate Budget: INR 80 Lacs**
- II. **Area: 4300 Sq ft**
- III. **Scope:**
 - a. Prepare conceptual drawing for Approval from BIT
 - b. Architectural plan
 - c. Structural Design & Drawings;
 - d. Service Design & Drawings - Preparation of item wise details of specification, schedule of quantities, estimate, detailed working drawings.
 - e. Preparation of tender document, scrutiny of tenders received, preparation of Comparative Statement and recommendations.
 - f. Supervision of works (FORTNIGHTLY, as well as whenever required for the sake of smooth execution of the project), revision of design & drawing, if required, co-ordination between different vendors, checking of materials & quality control, measurement of works & certification of bills and any other connected job.
 - g. Interior details if any – Like False-ceiling
 - h. Submission of completion report along with as-built drawing to BIT Mesra.

b) PART 2: Vertical Expansion of Music room

- I. **Approximate Budget: INR 20 Lacs**
- II. **Area: 2000 Sq ft**
- III. **Scope:**
 - a. Prepare conceptual drawing for Approval from BIT
 - b. Architectural plan
 - c. Structural Design & Drawings;
 - d. Service Design & Drawings - Preparation of item wise details of specification, schedule of quantities, estimate, detailed working drawings.
 - e. Preparation of tender document, scrutiny of tenders received, preparation of Comparative Statement and recommendations.
 - f. Supervision of works (FORTNIGHTLY, as well as whenever required for the sake of smooth execution of the project), revision of design & drawing, if required, co-ordination between different vendors, checking of materials & quality control, measurement of works & certification of bills and any other connected job.
 - g. Interior details if any – Like False-ceiling
 - h. Submission of completion report along with as-built drawing to BIT Mesra.

c) PART 3: Renovation of existing Open Air Theatre(OAT) near NCC ground

- I. **Approximate Budget: INR 5.0 Lacs**
- II. **Approximate Area: 4000 Sq ft**
(PI refer attached drawing and views for existing condition)
- III. **Scope:**
 - a. Preparation of conceptual drawing for Approval from BIT
 - b. Architectural plan
 - c. Structural Design & Drawings;
 - d. Service Design & Drawings - Preparation of item wise details of specification, schedule of quantities, estimate, detailed working drawings.
 - e. Preparation of tender document, scrutiny of tenders received, preparation of Comparative Statement and recommendations.
 - f. Supervision of works (FORTNIGHTLY, as well as whenever required for the sake of smooth execution of the project), revision of design & drawing, if required, co-ordination between different vendors, checking of materials & quality control, measurement of works & certification of bills and any other connected job.
 - g. Interior details if any
 - h. Submission of completion report along with as-built drawing to BIT Mesra.

3. Documents to be provided by BIT Mesra:-

- I. (Attached herewith- Site Plan & Views))
- II. (Attached herewith- Site Plan & Views))

4. General Instructions for Applicants

I. **The address for submission of Expression of Interest and for obtaining further information:**

REGISTRAR
BIRLA INSTITUTE OF TECHNOLOGY, MESRA
RANCHI-835 215 (JHARKHAND) – INDIA
Email: tenders@bitmesra.ac.in

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

Submission of Quotations	Date	Time in hours (IST)	Submit to / Venue
	26 th APR 2021	Upto 15.00 hrs	Office of the Registrar

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

- a. 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.
- b. Any queries related to the above-mentioned work can be addressed to the designated official below during office hours:
Name - G K Sinha (Incharge Planning)
Mobile No. - 8709272181 / 9431382725
Email - tenders@bitmesra.ac.in
For other general queries related to the above mentioned work can be addressed to the designated official below during office hours:
Name - Asstt. Registrar
Mobile No. -
Email - ar.purchase1@bitmesra.ac.in
- c. 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.
- d. 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.
- e. 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.
- f. 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.

- g. 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 Institute.

5. Evaluation and Selection Process

The consultant for this engagement would be selected through a competitive process, the details of which are provided below.

- i. Individuals wishing to apply for this engagement should respond to BIT Mesra with a proposal and required supporting documentation (indicated below). The proposal would contain 2 parts:
 - a. Technical Proposal
 - b. Commercial Proposal
- ii. The selection of the applicant will be made on basis to proposal conforms to the EOI and is, in the opinion of BIT, the most advantageous and represents the best value to the assignment, price and other factors considered. BIT reserves the right to negotiate with the applicants.
- iii. The commercial and technical proposals should be submitted separately. There should not be any commercial information in the technical proposal.

6. Evaluation and Selection Process

- i. Technical Proposal:
The Technical Proposal shall contain the followings:
 - a. Detailed CV with all relevant attachments (Copy of education qualification, experience certificates and other credentials)
 - b. Presentation: - The shortlisted consultants may be required to give their Presentation / Online Presentation.
- ii. Commercial Proposal:
 - a. The Commercial Proposal should be signed by the applicant and scanned copy be submitted (having Password Protection) attached to the E-mail. The Password shall be required to be shared on demand through our mail at the Bids opening stage. The hard copy of bid may also be dispatched by post in a sealed envelope.
 - b. The Commercial Proposal must be submitted as per the format given in ANNEXURE – III (Price Bid)
 - c. In addition, please provide the detailed explanation of the pricing structure including all price components as per the format provided in this EOI.
 - d. This overall price quote would also include fees against professional services as well as Out-of-Pocket Expenses (OPE).
 - e. Bidders can submit their proposal for all the works or few selected work(s) also, as per their choice & competence.

7. Qualifying Requirements

The Applicant Architect Consultancy Firm must have a minimum of 10 Years of experience (Refer Table-1).

The ARCHITECTURAL firms must enclose details of previous similar works undertaken / completed

by his firm, within last 10 Years.

8. Payment Terms

(a) The consultancy fee for the scope of work as specified above shall be quoted as per Price Bid: (Annexure III).

9. Commencement & Completion of work

All the activities mentioned above shall be completed within one month from the date of LOA.

10. Penalty for Delay

In case the bidder fails to complete the work in the specified time, BIT shall levy penalty @ 0.5% of contract value per week of part thereof starting from the schedule completion date, subject to a ceiling of 10%.

11. Arbitration

All disputes, differences, claims and questions whatsoever arising out of this Agreement shall be referred to Arbitration which shall be conducted in accordance with the provisions of the Indian Arbitration and Conciliation Act 1996 or any statutory modification thereof. The venue of the arbitration shall be at Ranchi.

The quotation for the scope of work mentioned above along with **Annexure-I & II**, may be submitted in the office of the undersigned on or before 26th April, 2021 up to 3:00 PM.

REGISTRAR

Encl:

1. Annexure I – Response Form
2. Annexure II – Vendor Information Form
3. Annexure III – Price Bid

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.

- a. 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.
- b. 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.
- c. 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.
- d. 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.
- e. 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.
- f. 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.
- g. 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

1. Information of the Firm

1.1. Name and address

Name of the firm:

Address:

Telephone No:

Fax:

Email:

1.2. Date of Establishment:

1.3. Core Area of Expertise of the Firm:

2. Contact Person:

Name:

Designation:

Mobile No:

Email:

3. GST/PAN Registration:

GST No:

Pan No:

4. Proposed Lead Person:

Name:

Education:

Experience year:

Area of Expertise:

5. Staff of the firm

No of regular staff:

Total:

Professional staff with technical background:

Professional staff with other background:

Administrative/support staff:

6. Supporting documents:

- 6.1 **Company Profile**, if any
 - 6.2 **Legal documents**
Provide copy of the legal registration, GST and PAN registration certificates of the firm; with their latest renewals where applicable.
 - 6.3 **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)
 - 6.4 **Relevant experience of Firm's professional staff** : In reference to the proposed assignment Describe experience of professional staff relevant to the proposed assignment.
7. **Equipment /Facilities / Software**
Provide list of Equipment, Hardware and Software(s) owned by the firm and that is relevant for the assignment proposed in this EoI.

Table-1: Experience of the Firm in relevant areas during the Last 10 Years

S.N.	Name of the assignment	Name of the client	Address of the client	Duration of the assignment			Total Cost of the assignment (In INRs)	Remarks
				From (Date)	To (Date)	Total (Date)		

ANNEXURE – III

(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 %
1.	Vertical Expansion of BIT Canteen	80 LAKHS	
2.	Vertical Expansion of Music room	20 LAKHS	
3.	Renovation of OAT	05 LAKHS	

- 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.
- Bidders can submit their proposal for all the works or few selected work(s) also, as per their choice & competence.

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: