**Inviting EXPRESSION OF INTEREST**

**For**

**Hiring structural consultant**

**for**

**vertical expansion of the existing building**

**at**

**BIT Mesra (Main campus) and lalpur campus**

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**OFFICE OF THE REGISTRAR**

Birla Institute of Technology

Mesra, Ranchi – 835 215, Jharkhand (INDIA)

Tel #: 00 91 651 2276030/290

Email: [tenders@bitmesra.ac.in](mailto:tenders@bitmesra.ac.in)

Website: www.bitmesra.ac.in

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Ref No.: BIT/2022-23 /005 Date: 12.01.2023

**EXPRESSION OF INTEREST For**

**Hiring structural consultant**

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Birla Institute of Technology, Mesra was established in 1955, is a premier technical Institute and Deemed to be 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”. A top-notch academic infrastructure, coupled with a lush green and pristine campus, spread across more than 700 acres, the main center is the dream destination for many students from across the country.

Proposals along with commercial terms & conditions of engagement are hereby invited from the Interested Parties/persons having good experience in the field of work described in the Scope of EOI described below. The proposal should reach the Institute office on **or before 19.01.2023 up to 3:00 PM** in the office of the Purchase Department in the presence of committee members or authorized representatives of the Institute.

***Important: The proposals should include details of PROJECTS UNDERTAKEN/EXECUTED successfully in the past by the applicant with relevant documentary evidence.***

**Name of work:**

1. **Vertical expansion of the Production & Industrial Engg. (PIE) building at BIT MESRA.**

* **Floor (1st)**
* **Area – 9058 sq ft.**

1. **Vertical expansion of the MBA / MCA front block BUILDING at bit lalpur campus**

* **Floor (2nd)**
* **Area – 2000 sq ft**

**Scope of EOI will include:**

* Submission of structural drawing/column beam slab and staircase – plan and reinforcement details
* Submission of design basic report including load calculation and assumption
* Preparation of Bill of Quantity
* Site visit fortnightly.

Any queries related to the above-mentioned work can be addressed to the undersigned.

**ELIGIBILITY**

* The applicant should be a Consultancy Firm, that has undertaken similar kinds of assignments.
* 5 Year Experience as a structural designer
* The applicant should have provided consultancy services of similar nature for at least two projects during the last 5 years.
* The firm must enclose details of previous similar works undertaken/completed by his firm, within the last 5 Years.
* The structural engineer should be registered with any Govt. Organization.

**General Instructions for Applicants**

1. **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](mailto: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 |
| 19.01.2023 | Up to 15.00 hrs | Office of the Registrar |

1. Prospective bidders are encouraged to visit the Campus at their own cost before bidding.
2. The EOI along with detailed technical and commercial Proposals 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.
3. Any queries related to the above-mentioned work can be addressed to the designated official below during office hours:

Name - Project In-charge

Mobile No. - 6204409657

Email - [ic.plng@bitmesra.ac.in](mailto:ic.plng@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 - Assistant Registrar

Telephone No. - 0651-2276501

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 the 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 the submission of proposals prescribed in this document.
5. During the 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.

**Evaluation and Selection Process**

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

1. 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:
   1. Technical Proposal
   2. Commercial Proposal
2. 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.
3. The commercial and technical proposals should be submitted separately. There should not be any commercial information in the technical proposal.

**Evaluation and Selection Process**

1. Technical Proposal:

The Technical Proposal shall contain the followings:

1. Detailed CV with all relevant attachments (Copy of education qualification, experience certificates and other credentials)
2. Presentation: - The shortlisted consultants may be required to give their Presentation / Online Presentation.
3. Commercial Proposal:
4. The Commercial Proposal should be signed by the applicant and sent in a sealed envelope through speed post along with Technical Proposal. The bidders may also submit the same by hand.
5. The Commercial Proposal must be submitted as per the format given in ANNEXURE – III (Price Bid).
6. In addition, please provide a detailed explanation of the pricing structure including all price components as per the format provided in this EOI.
7. This overall price quote would also include fees against professional services.

**Payment Terms**

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

**Commencement & Completion of work**

All the activities mentioned above shall be completed within two months from the date of the Agreement.

**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%.

**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 & III,** should be submitted in the office of the undersigned on or before **19.01.2023** up to 3:00 PM.

REGISTRAR

Encl:

1. Annexure I – Response Form

2. Annexure II – Vendor Information Form

3. Annexure II –Price Bid Form

**ANNEXURE I**

**RESPONSE FORM**

Date:

To

The Registrar

BIT Mesra, Ranchi

**Sub: Expression of Interest (EOI) hiring Structural Consultant for Vertical Expansion of Existing Building of BIT Mesra (Main Campus) and BIT Lalpur Campus**

Dear Sir/Madam,

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:

**ANNEXURE-II**

**VENDOR INFORMATION**

1. **Information of the Firm**
   1. **Name and address**

Name of the firm:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Address: | |  | |
|  | Telephone No: | | Fax: | |
|  | Email: | |  | |
| * 1. **Date of Establishment:** | | | |  | |
|  | * 1. **Core Area of Expertise of the Firm:** | | |  | |
|  | **Contact Person:** | | |  | |
|  | Name: | | |  | |
|  | Designation: | | |  | |
|  | Mobile No: | | | Email: | |
|  | **GST/PAN Registration:** | | |  | |
|  | GST No: | | |  | |
|  | Pan No: | | |  | |
| 1. **6** | **Proposed Lead Person:** | | |  | |
|  | Name: | | |  | |
|  | Education: | | |  | |
|  | Experience year: | | |  | |
|  | Area of Expertise: | | |  | |
| 1. **7** | **Staff of the firm** | | |  | |
|  | No of regular staff: | | |  | |

Total:

Professional staff with technical background:

Professional staff with other background: Administrative/support staff:

1. **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.

1. **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 5 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) |  |
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**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 | Quote in (Rs) |
| 1 | **Vertical expansion of the Production & Industrial Engg. (PIE) building at BIT MESRA**   * **Floor (1st)** * **Area – 9058 sq ft.** |  |
| 2 | **Vertical expansion of the MBA / MCA front block BUILDING at bit lalpur campus**   * **Floor (2nd)** * **Area – 2000 sq ft** |  |

* 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 expenses, no out-of-pocket expenses will be reimbursed separately.
* Bidders can submit their proposal for all the works or a 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:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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