

TENDER DOCUMENT

FOR

***Providing Architectural consultancy services for
the work of Civil, Plumbing, Electrical & HVAC
Works for Anchor Institute at Gujarat Power
Engineering & Research Institute (GPRI),
Mehsana, Gujarat, India.***

SUB: Providing Architectural consultancy services for the work Civil, Plumbing, Electrical & HVAC Works for Anchor Institute at GPERI, Mehsana.

We are pleased to forward you the tender documents containing the terms and conditions/scope of work in respect of subject work. You are requested to go through the same and submit your offer for consultancy fee strictly as per the terms and conditions and in the manner prescribed therein.

The tenders are being invited in two bid systems. Envelope marked Part-I shall contain the documents for technical qualification as per clause of "Instructions to bidders". Tenderer should have in-house design facilities, adequate number of computers with printers/plotters and other office equipment etc. necessary for carrying out the work efficiently and successfully. The tender document duly signed and stamped as a token of acceptance of terms and conditions should also be returned in envelope marked part-I. Envelope marked Part-II shall consist of only the price bid in the approved Performa enclosed with the tender documents.

The sealed tenders will be received in Gujarat Power Engineering & Research Institute, Mehsana up to 04.00 pm. on 24.07.2018. Please note that the tenders received after the due time and date shall not be accepted under any circumstances. Institute reserves the right to cancel any or all the tenders without assigning any reasons whatsoever or not to accept the lowest tenders. The decision in this regard shall be final and binding on the tenderers.

TENDER NOTICE

Providing Architectural consultancy services for Civil, Plumbing, Electrical & HVAC Works for Anchor Institute at GPERI, Mehsana.

1. Sealed tender is hereby invited from the experienced Architects/ Consultants for carrying out the work as mentioned below:
2. The tender documents duly completed along with EMD amounting of Rs. 10,000/- in the form of demand draft in favour of the "GPERI ANCHOR INSTITUTE- SOLAR"" payable at Mehsana from any Nationalized Bank should be submitted to **Purchase Officer, Gujarat Power Engineering & Research Institute (GPERI), Nr. Mehsana Toll Booth, Ahmedabad – Mehsana Express Highway, Village: Mevad, Mehsana-382710, Gujara, India, Ph No : 9276892833 by RPAD or Speed Post.**
3. **The last date of tender submission will be 24th July, 2018. Technical bid will be opened on 25th July, 2018 at 11:00 am at GPERI, Mehsana.**
4. Institute Reserves the right to reject any or all tenders without assigning any reason there of and also not bound to accept the lowest tender. Tenders in which any of the prescribed conditions are not fulfilled or found incomplete in any respect are liable to be rejected.
5. The price bids of technically qualified parties shall be opened at a later date.

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INSTRUCTIONS TO BIDDERS

1.0 GENERAL

- (i) Name of the work is “**Civil, Plumbing, Electrical & HVAC Works for Anchor Institute at GPERI, MEHSANA.**”.
- (ii) Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting the tenders and obtain all necessary information which they feel is necessary to submit their tenders.
- (iii) The bidders are advised to quote their consultancy fee for executing the job in the format enclosed as Annexure -III.

2.0 SUBMISSION OF TENDER

Tenders shall be submitted in two parts in the following manners: -

i) “Part-I- Technical Bid”

The envelope shall be marked Part-I- Technical Bid and shall contain the information/ documents as per clause No. 3 below.

ii) “Part-II- Price Bid”

The envelope shall be marked Part-II- i.e. Price Bid will contain consultancy fee for executing the job in the format enclosed. No condition i.e. deviations / assumptions / stipulations / clarifications / comments / any other request whatsoever should be imposed. The conditional offers will be rejected.

3.0 QUALIFYING CRITERIA

Tenderers having following valid documents will be technically qualified and considered for opening of their price bid. Technically qualified parties have no right to claim for award of the work. Institute reserves the right to cancel or award the work to any firm/tenderers.

- i) Valid Registration of Firm in the government of concerned state. Copy of the Registration Certificate valid as on date should be enclosed or any other competent certifying authority.
- ii) Valid Registration with Indian Council of Architecture / Indian Institute of Engineering and Architecture. Copy of the Registration Certificate valid as on date should be enclosed.

- iii) EMD amounting of Rs. 10,000/- in form of demand draft in favour of the “GPERI ANCHOR INSTITUTE- SOLAR” payable at Mehsana from any Nationalized Bank will be submitted along with technical bid . The tender without EMD shall be summarily rejected.
- iv) Income tax returns Acknowledgement receipt for the Year 2017-18 to be submitted
- v) GST registration details to be submitted
- vi) The firm should have an establishment of at least five years old and the principal partners/ owner should have professional qualification and experience of 10 years in the field of Architecture/Planning, etc.
- vii) Should have minimum 3 full time Architects/Engineers on the regular payroll and qualified and should enclose relevant documents. (Certificates of Educational qualifications, appointment order, Declaration from the staff working in the firm)
- viii) The intending firm should have satisfactorily completed similar nature of the Works. (i.e College and Hostel buildings) (Experience Certificate should be enclosed).
- ix) Details of the works executed by the firm should be furnished along with the Experience certificates in the following format supported by copies of letter of award/completion certificates issued not lower than Executive Engineer

Name of the client

Description of the Project.

Project Cost.

Date of commencement

Date of completion.

3.0 Other conditions to be fulfilled by the Tenderers

The tenderers also essentially required to fulfill the following conditions/ submit relevant documents along with their offers:

- i) Detail of works under execution along with copies of relevant documents.
- ii) Company Registration certificates, IT returns, GST details.
- iii) Should enclose the Partnership deed in case of partnership firms and Article of Association in case of limited company.
- iv) Should enclose the Power of Attorney in favour of person who has signed the tender documents. In case of company, the authority to sign the tender document is to be given under Board resolution.
- iv) Should also have adequate in house facilities for structural designing and other related services like plumbing, sanitary, electrical /air conditioning, landscaping etc. or should have experienced associates on their panel.

- v) Any other important information which the firm may like to submit in support of their technical competence.

IN THE ABSENCE OF SUPPORTING DOCUMENTS, THE OFFERS SHALL BE REJECTED.

- vi) The price bids of the bidders which do not meet the qualifying requirements in the technical bid will not be opened.

5. VALIDITY OF OFFER

Tender submitted by tenderers shall remain valid for acceptance for a minimum period of 90 days from the date of opening of the tenders. The tenderers shall not be entitled during the said period of 90 days, to revoke or cancel their tender or to vary the tender given or any term thereof, without the consent in writing of the Owner. In case of tenderers revoking or canceling their tenders or varying any terms in regard thereof without the consent of owner in writing, Institute shall forfeit Earnest money paid by them along with their tender without giving any notice.

6. Acceptance/ Rejection of Tender

- i) Institute does not bind itself to accept the lowest tender.
- ii) The Institute also reserves the right to accept or reject any or all tenders without assigning any reason whatsoever.
- iii) Institute also reserves the absolute right to reject any or all the tenders at any time solely based on the past unsatisfactory performance by the bidder(s) the opinion/decision of regarding the same shall be final and conclusive.

CONDITIONS OF THE CONTRACT

1. SCOPE OF WORK

1. Physical master plan - In consultation with GPERI
2. Architectural designs- In consultation with GPERI
3. Services layout including electrical, plumbing, air conditioning.
4. Preparation of tender documents with BOQ; General conditions and technical specification; Tender drawings and working drawings with structural details.
5. Preparation of approval drawings and coordination with agency dealing with approval from local authorities.
6. Interior Design including all furniture, fixtures, furnishings, art objects, signage and graphics.
7. Certification of RA and final bills payments of the contractor/s for the architectural quality and overall workmanship of the work executed at site, based on the measurements and engineering quality verified by the client's supervision team/PMC.
8. Ensure the Overall workmanship and architectural qualities.
9. Timely generation of working drawings, detailed drawings and providing same to contractor on time.
10. Assist GPERI in selection of Contractor / s including pre-qualification, negotiations, finalization of contract documents.
11. Assist GPERI to formulating and implementing Information/Reporting formats.
12. Site supervision and quality assurance.

2. GOVERNING FACTORS

2.1.General

- 2.1.1. The Consultant shall carry out the assignment in accordance with the highest standard of professional and ethical competence and integrity, having due regards to the nature and purpose of the assignment, and to ensure that the staff assigned to perform the services, will conduct themselves in a manner consistent herewith.

- 2.1.2, The Client can increase or decrease scope of the work and same basis for pricing will be applicable. However the payment till the stage of work done by the architect shall be made before any such change/reduction in scope of work.
- 2.1.3. Consultant shall attend all necessary review meeting as and when called at Site, GPERI or at other place as may be required.
- 2.1.4. Consultant shall prepare and deliver a project model of appropriate scale on approval of designs

3.2. Architectural Designs & drawings

- 3.2.1. Development of design brief in consultation with Client and users.
- 3.2.2. Preparation of a list of spaces/facilities required in consultation with the client.
- 3.2.3. Preparation of conceptual cost estimate on area basis based on the design brief.
- 3.3.4 Conceptual design drawings, schematic design drawings sufficient for preparation of tender documents and architectural drawings sufficient.

3.3 Preparation of BOQ and specification document

- 3.3.1. Preparation of BOQ and estimate
- 3.3.2. Revision of estimates and additional estimates in case of addition or change in scope/designs at any stage.
- 3.3.3, Preparation of specification considering applicable codes including for additional work, change in designs and scope.
- 3.3.4 Preparation of General term & conditions in tender.
- 3.3.5 After opening the technical bid of vendors, Archtech will verify the technical details and make the list of technically qualify vendor.

3.4. Approval from the statutory authorities

- 3.4.1. Preparation of application for development permission from the statutory authorities and follow-up on all the drawings related queries/requirements till the permission is granted by the authority.
- 3.4.2. Application for the building occupancy certificate from the statutory authorities and follow-up on all the drawings related queries/requirements till the permission is granted by the authority.

6. **Payment of Remuneration:** 100% payment after successfully completion of works of Civil, Plumbing, Electrical & HVAC for Anchor Institute at GPERI as per work order within 25 days.

5. Additions & Alterations:

- i) The Institute shall have the right to request in writing for additions, alterations, modifications or deletions in the design and drawing of any part of the work and to request in writing for additional work in connection therewith and the Architects shall comply with such requests.
- ii) The Architects shall not be paid anything extra for such modification. If the bidder is convinced that the trend of the market rates is such that the work cannot be done within the amount of sanctioned estimate, the Architects shall submit a revised estimate expeditiously for obtaining sanction of the Competent Authority.
- iii) The Architects shall not make any material deviation, alteration, addition to or omission from the work shown and described in the contracts documents except without first obtaining the written consent of the Officer.
- iv) The cost of individual work shall not exceed the sanctioned estimates as approved by the Authority approval in advance shall be taken for any such increase anticipated giving full justification.

4. Termination

GPERI, without any prejudice to its right against the Architects in respect of any delay or otherwise or to any claims or damages in respect of any breaches of the contracts and without prejudice to any rights or remedies under any of the provisions of this contract, may terminate the contract by giving one month's notice in writing to the Architects and in the event of such termination, the Architect shall be liable to refund the excess payment, if any, made to him over and above what is due in terms of this agreement on the date of termination and they may make full use of all or any of the drawings prepared by the Architects.

7. ARBITRATION

Any dispute of any kind whatsoever at any time(s) arising out of or in connection with or touching upon on incidental to this Agreement (including any dispute or difference regarding the interpretation or termination of this Agreement or any part or portion thereof) shall be referred to the Principal of the institute who may, nominate any of the officers of the Institute to act as a Sole Arbitrator. The Architect will not be entitled to raise any objection to any such arbitrator on the ground that the arbitrator is an officer of Institute. or that he has to deal with the matters to which this contracts relates or that in the

course of his duties as an officer of the he had expressed views on all or any of the matters in dispute or difference. In the event of the arbitrator to whom the matter is originally referred being transferred or vacating his offices or being unable to act for any reasons, the Estate Officer shall designate another person to act as arbitrator in accordance with the terms of the agreement. Such person shall be entitled to proceed with the reference from the point at which it was left by his predecessor. It is also a term of this contract/agreement that no person other than the Estate Officer of the or a person nominated by him as aforesaid shall act as arbitrator hereunder.& the award of the arbitrator so appointed shall be final, conclusive and binding on all parties to the agreement, subject to the provisions of the Arbitration and Conciliation Act 1996 or any statutory modification or re-enactment thereof and the rules made there under and for the time being in for shall apply to the arbitrator proceedings under this clause.

The Architects shall continue to perform their duties with diligence notwithstanding the fact that a dispute has been referred to arbitration or any dispute or difference has arisen.

It is also the term of the agreement that if the Architects do not make demand for arbitration in respect of any item in writing within 90 days of receiving intimation from the Corporation that the final bill is ready for payment, the claim of the Architects will be deemed to have been waived and absolutely barred and the Corporation shall be discharged and released of all liabilities under the agreement in respect of this claims.

8. Number of Drawings sets, etc. and Copy Right

All the estimates, details of quantities, detailed designs, reports and any other details envisaged under this Agreement, including drawing-architectural, structural, electrical, air-conditioning or other services (Internal & External) would be supplied by the Architects as indicated above, but not less than 5 sets of prints and one reproducible copy in A-1 size on Imperial size drawing sheets and tracing clots to the suitable scale as well invariably. All these drawings will become the property of the Institute and it will have the right to use the same anywhere else. In that event, the Institute will pay a royalty to the Architects on mutually acceptable basis. The drawing cannot be issued to any other person, firm or authority or used by the Architects for any other project. No copies of any drawing or document shall be issued to anyone except the Institute and his authorized representative.

9. Guarantee:-

The Architects shall agree to re-design at their cost any portion of their engineering and design work, which due to failure on the part shall becomes defective within one year from

the date of start of regular use of the portion of the work affected. The Institute shall grant right of access to the Architects to these portions of the work claimed to be defectives for inspection.

The Institute may make good the loss by recovery from the dues of the Consultants in case of failure to comply with the above clause.

10. General

The Institute may appoint Executing Agency for execution of the work. The / Executing agency may issue instructions, if deemed necessary, to the architect in respect of the work, and the architect shall comply with the instructions and extend full cooperation/ coordination with the / Executing agency in the interest of successful completion of the work.

The scrutiny of the drawing and designs by the Institute's own supervisory staff, if any, does not absolve the Architects of their responsibility under the agreement. The Architect shall remain solely responsible for structural soundness of the designs and for all provisions of the contract so as to satisfy the particular requirement of the Architectural specifications.

10.1 The Architects shall supply to the Institute copies of all documents, instructions issued to Contractors, if any, relating to the work, drawing, specifications, bill of quantities and also other documents as may be required.

10.2. The Architects hereby agree that the comprehensive consultancy fee to be paid as provided herein will be in full discharge or functions to be performed by him and no claim whatsoever shall be made against in respect of any proprietary rights or copy rights on the part of any other party relating g to the plans, models and drawings.

In case any discrepancy is found later on in architectural work due to which execution of the project work on the basis of architectural work is not possible, the final payment shall be withheld.

10.3 . The Consultancy fee shall not be subject to any escalation on any account whatsoever even for the extended period granted by the Institute to the Contractor.

10.4. All statutory deductions like GST Tax etc. shall be deducted from the consultancy fee as per prevailing rules.

“Part-II- Price Bid”

(The envelop shall be marked Part-II- i.e. Price Bid will contain consultancy fee for executing the job in the format enclosed).

NAME OF THE WORK: Providing Architectural consultancy services for the work of Civil, Plumbing, Electrical & HVAC Works for Anchor Institute at GPERI, Mehsana”

Name of the Firm/Tenderer:

Address :

I/we hereby agree to render consultancy services for the project as defined in the tender documents and also agree to abide by all the terms and conditions put forth in the said tender documents enclosed and my/our fee for the above all services will be ----- % (-----) ----- percent on (Total bill value of work) + Service Tax/GST (extra) the above fee shall remain firm till the completion of the project in all respect.

Authorized signatory along with the seal