

Government of Assam
Office of the Member Secretary, City Level CIDF (City Infra
Development Fund) Implementation and Monitoring Committee
(CCIMC) for TEZPUR.

Biswajit Bora Path, Kamarchuburi, Tezpur-784001

No.TDO/CIDF/260/2017/ 91/807

Dtd. Tezpur the 5th March, 2018

Notice Inviting Retender

Notice Inviting Retender for selection of Architectural Consultants for preparation of DPRs for the CIDF for Tezpur.

Due to insufficient bids received for **Group-2**, the Member Secretary, City Level CIDF Implementation and Monitoring Committee (CCIMC) for Tezpur herein in after referred to as the Authority invites offers from reputed Architectural Consultants/ Firms for preparation of Detailed Projects Reports (DPRs) for C.I.D.F for Tezpur.

Detail may be seen at website i.e **sonitpur.gov.in** and also may be obtained from the office of the undersigned during office hours from **05-03-2018 to 13-03-2018**.

The interested Architectural Consultants/ Firms may submit their bids affixing Court Fee Stamps of Rs 8.25 (Rupees Eight and Paisa Fifty) only with their credential/ information/ testimonials in prescribed format enclosed in the bid documents. They also require to pay a non-refundable fee of Rs. 5,000/- (Rupees Five Thousand) only in form of bank draft in favour of the Deputy Commissioner, Sonitpur cum the Chairman ,City Level CIDF Implementation and Monitoring Committee (CCIMC) for Tezpur, payable at Tezpur.

The sealed Bid documents for the same is to be submitted to the office of the Deputy Director, Town & Country Planning, Sonitpur cum the Member Secretary, City Level CIDF Implementation and Monitoring Committee (CCIMC) for Tezpur, P.O Tezpur super-scribing on the top of the envelope **“Bid documents for selection of Architectural Consultants/ Firms for preparation of DPRs for the C.I.D.F for Tezpur”**. The duration of the contract will be valid for a period of 4 (four) years from the date of engagement. The applicants/Bidders will have to submit their bids in two bid system. The Financial Bids of only those Bidders will be opened who qualify in the Technical Bid. The last date of submission of application is **13/03/2018** till 2.00 PM. The bids of the will be opened on **13/03/2018 at 2.30 PM** in presence of the Bidders or their authorized representatives. If **13/03/2018 becomes a holiday then the bids will be opened on the next working day at 2.30 PM** in presence of the Bidders or their authorized representative.

The Bidders who have already submitted their bids for Group-1 and Group-3 will not be entitled to submit bids for Group-2.

The undersigned reserves the right to accept or reject any one or all the Bids without showing any reason thereof.

This NIT will form a part of the contract agreement.

(Rajib Neog)
Member Secretary
CCIMC for Tezpur

1. Sri R.P Sharma, Hon'ble Member of Parliament, Tezpur.
2. Sri Brindaban Goswami, Hon'ble Member of Legislative Assembly, Tezpur.
3. The Deputy Commissioner, Sonitpur, cum the Chairman, City Level CIDF Implementation and Monitoring Committee (CCIMC) for Tezpur .
4. The Additional Deputy Commissioner, Sonitpur cum the Member Convener, City Level CIDF Implementation and Monitoring Committee (CCIMC) for Tezpur.
5. The Director, Town & Country Planning, Assam, Dispur, Guwahati-6.
6. The Director of Information and Public Relation, Govt. of Assam, Dispur, Guwahati-6 with a request to publish the notice in two consecutive issues of one National English Daily news paper including the Assam Tribune, one daily Assamese News Paper and one Bengali daily News Paper of Barak Valley on or before 05/03/2018 and requested to furnish one copy of the each issue of the circulated News Papers. Enclosed: - 4(four) spare copies
7. The Director, Printing and Stationary, Govt. Press, Bamunimaidam, Guwahati-21, for information with a request to publish the notice in Assam Gazette on or before 05/03/2018 Enclosed: - 4 (four) spare copies.
8. The National Informatics Centre, Dispur Guwahati-6 for information with a request to publish the notice in their web site. Enclosed: Annexure-I, Annexure-II, Part-I (A) Annexure-III, Annexure-IV Annexure-V & Annexure-VI (one) Sheet of each.
9. District Information & Public Relation Officer, Sonitpur, Tezpur with a request to take up the matter with the Director of Information and Public Relation, Govt. of Assam, Dispur, Guwahati-6, for publication of the NIT at the earliest.
10. District Information Officer, NIC, Tezpur with a request to upload the bid document in the district portal.
11. The P.S to the Hon'ble Minister, Urban Development Department, Assam, Dispur, Guwahati-6.
12. The P.S to the Hon'ble Minister, Finance Department, Assam, Dispur, Guwahati-6.
13. Office Notice Board.

(Rajib Neog)
Member Secretary
CCIMC for Tezpur

INSTRUCTION TO THE BIDDERS

- A. The Member Secretary to CCIMC for Tezpur herein in after referred to as the Authority invites offers from reputed Architectural Consultants/ firms for preparation of Detailed Projects Reports (DPRs) for various projects under C.I.D.F for Tezpur.
- B. The applicants/Bidders will have to submit their bids in two bid system. The Financial Bids of only those Bidders will be opened who qualifies in the Technical Bid.
- C. The Bidders who have already submitted their bids for Group-1 and Group-2 will not be entitled to submit bids for Group-2.
- D. The envelope containing the Technical Bid will be super-scribed as the **Technical Bid** and the envelope containing the Financial Bid will be super-scribed as the **Financial Bid**.
- E. Both the Technical Bid and the Financial Bids should be put in a third envelope and super-scribed as **“Bid Documents for engagement of Architectural Consultants/ firms for preparation of Detailed Projects Reports (DPRs) for C.I.D.F (Group-2) for Tezpur.”** As shown below:

<p>To, Member Secretary, CCIMC for Tezpur. C/O Office of the Deputy Director, Town & Country Planning Kamarchuburi Tezpur, Assam</p> <p>“Bid Documents for engagement of Architectural Consultants for preparation of Detailed Projects Reports (DPRs) for C.I.D.F (Group-2) for Tezpur.”</p> <p>Submitted By:</p> <p>.....Date of submission.....</p>

- F. All the three envelopes should be properly sealed.
- G. All the pages of the Bid Documents should be signed by the Bidder.
- H. The projects of Phase -1 is divided in three groups out of which each Architectural Consultant/ Firms is allowed to submit their bids in any one group only based upon their credentials. The Bids of the Architectural Consultants/ Firms will be totally cancelled who submit their bids for more than one Group.

Group-2

Project	Appx. Amount (Rs in Crore)
2/a. Construction of Multi-storied Parking at Dhobi Ghat.	10.00
2/b. Multi-storied Market Complex.	7.05
2/c. Up gradation of existing Small Markets of the town	15.00

Instructions to the Applicants before filling up of Application Form

1) As the time is the essence of the Contract Agreement, the ability and competence of the applicants to render required service within the specified time frame will be a major factor while deciding the selection of the Architects for preparation of a panel of Architects.

2) Eligibility criteria of Architectural Consultants :

The agency should have extensive experience to carry out Sub- soil investigation work, Topography survey, preparation of Master/ site plan, concept plan, architectural detail drawings, structural design and drawing, services drawing, Green Building, cost estimate and other related services for different categories of projects of similar nature during last 7 (seven) years ending 31st March, 2017. The consultant should have a local office at Guwahati with adequate technical manpower.

Experience required:

a) One of single project of similar nature completed in last seven years with project cost not less than 80% of the project applied for.

Or

b) Two projects of similar nature completed in last seven years with project cost not less than 50% of the project applied for.

Or

c) Three projects of similar nature completed in last seven years with project cost not less than 40% of the project applied for.

3) The applications should be signed by the person/s on behalf of the organization having necessary Authorization/Power of attorney to do so. Each page of application should be signed (copy of Power of Attorney/Memorandum of Association should be furnished along with the application and Original should be produced subsequently for verification & return).

4) Intending applicants are required to submit their full Bio-Data in duplicate giving details about their organization, experience, technical personnel in their organization, proven competence to handle major works, in house computer aided design facilities etc. with authenticated software in the enclosed Performa.

5) If the space in the Performa is insufficient for furnishing full details, such information may be supplemented on separate sheet stating therein the name of the Performa and serial number. Separate sheets should be used for each part of the application.

6) The applicant should, with the prior approval of the Authority and within the agreed fees and terms & conditions, engage the services of well qualified specialists or consultants pertaining to the following services.

i) The contour map of the site.

ii) The Soil investigation report as per Government norms.

iii) Complete **Architectural design** & drawings with all detail required for execution of the project till completion to the satisfaction of the City Level CIDF Implementation and monitoring Committee (CIMC) of Tezpur.

iv) Complete **Civil Engineering** drawings with structural design calculations with all detailed drawings required for execution of the project till completion to the satisfaction of the City Level CIDF Implementation and monitoring Committee (CIMC) of Tezpur.

v) Complete **Electrical layout** drawings with all detailed drawings required for execution of the project till completion to the satisfaction of the City Level CIDF Implementation and monitoring Committee (CIMC) of Tezpur.

vi) Complete **Mechanical design** with all detailed drawings required for execution of the project till completion to the satisfaction of the City Level CIDF Implementation and monitoring Committee (CIMC) of Tezpur.

vii) Complete **Landscape design** & with all detailed drawings required for execution of the project till completion to the satisfaction of the City Level CIDF Implementation and monitoring Committee (CIMC) of Tezpur.

viii) Complete **Solid & Liquid Waste Management** design & with all detailed drawings required for execution of the project till completion to the satisfaction of the City Level CIDF Implementation and monitoring Committee (CIMC) of Tezpur.

ix) Complete **Drainage design** with all detailed drawings required for execution of the project till completion to the satisfaction of the City Level CIDF Implementation and monitoring Committee (CIMC) of Tezpur.

x) Preparation of 3D models of the projects to the satisfaction of the City Level CIDF Implementation and monitoring Committee (CIMC) of Tezpur.

xi) Any other item with all detailed drawings required for execution of the project till completion to the satisfaction of the City Level CIDF Implementation and monitoring Committee (CIMC) of Tezpur.

xii) Abovementioned items along with Detailed Estimates of the abovementioned items sufficient of avail Technical Sanction and Administrative Approval from the Competent Authority and execution of the project till completion to the satisfaction of the City Level CIDF Implementation and monitoring Committee (CIMC) of Tezpur.

The fees of these specialists/consultants appointed under this clause should be paid by the Architect/ Firms, who should also be responsible for all the consultancy services, action, omission & commissions of such specialists consultants engaged.

7) While filling up the application with regard to the list of important projects completed or on hand, the applicants should include separate sheet in the prescribed format.

8) Services to be rendered by the Consulting Firm.

a) To take instructions from the department and to carry out Sub- soil investigation work, Topography survey etc.

b) To prepare Site Plan, Concept plan, Document/ drawing and prepare sketch

designs/presentation drawings making revisions till sketch designs are finally approved by the Competent Authority /Department and making preliminary estimates of cost.

- c) To prepare architectural working drawings, structural drawings including detailed design calculation, services drawings- electrical, plumbing, sanitary, fire fighting LAN cabling and all other drawings for various trades required for completion of the particular project.

 - d) To prepare and submit required drawing/ document for online / manual submission to local authority, TDA/TMB and from the local authority of respective site in India
 - e) To draw detailed specifications, estimates, rate analysis as per APWD norms.
 - f) To prepare and supply all drawings for execution.
 - g) To visit the site periodically when the work is in progress.
 - h) To submit as built Drawing after completion of project.
 - i) Any other services in connection with the said works and normally rendered by the Architect and not referred to in above.
- 9) Selection of the Consultant will be done on the basis of the Technical Bid and Financial Bid.
- 10) Financial Bid of those bidders will be opened who qualifies the Technical Bid.
- 11) Applications containing false and/or incomplete information are liable for rejection.
- 12) The Authority reserves the right to cancel one or all the bids without showing any reason thereof.

Technical Bid

Space for affixing Court Fee Stamp of Rs 8.25	
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ANNEXURE-I

APPLICATION FORM FOR ENGAGEMENT OF ARCHITECTECTURAL CONSULTANTS/ FIRMS.

Last date for submission of application: **13/03/2018 (2:00 PM)**

UNDERTAKING

I / We have read and understood the instructions and the terms and conditions contained in the application forms. I / We do hereby declare that the information furnished in the application and in the supplementary sheets is correct to the best of my/our knowledge and belief.

Signature of Applicant:

Name (in Block Letter):

Designation:

Complete Postal Address:

E-mail:

Phone No. :

Mobile No.

: Place :

Date :

Seal of Office:

ANNEXURE-II

Information to be furnished by the Applicants

1.	Name and address of registered office	
2.	Whether the Architect is registered as a member of Council of Architects. Self attested up to date copy of the up to date certificate should be enclosed. In case of a Firm, One of the Managing Partners should be registered with the Council Of Architecture.	
3.	Whether individual or a partnership firm with full particulars of the other partners including their names, professional qualification, age, experience etc.	
4.	Names, qualification and experience of all technical personnel in the firm (Curriculum Vitae of each person in separate sheet.)	
5.	Detail of Architect/firm i) Year of incorporation/ Membership with CoA ii) Location of office iii) Area of office iv) Detail of local office	
6.	Facilities available in the firm i.e., Computer facilities, software, plotter etc. with proper up to date authentication.	

7.	<p>i) Details of experience of Architect/ Consultants in preparation of Master/ site plan, concept plan, architectural detail drawings, structural design Green Building and drawing, services drawing, cost estimate and other related services for different categories of buildings during last 7 years:</p> <p>a) One of single project of similar nature completed in last seven years with project cost not less than 80% of the project applied for. Or</p> <p>b) Two projects of similar nature completed in last seven years with project cost not less than 60% of the project applied for. Or</p> <p>c) Three building projects of similar nature completed in last seven years with project cost not less than 40% of the project applied for.</p>	
8.	<p>The job performance certificate is to be issued by head of the respective Institute or authorized official. Copy of the client certificate, self attested should be enclosed. (Information to be submitted both in soft and hard copies.)</p>	
9.	<p>Important large projects completed by the Consultant/firm and their estimated cost in last seven years. The full address of the clients along with telephone number, Fax No., name of the contact person etc. complete should be indicated against each project (Details to be filled up as per format given in annexure –III)</p>	
10.	<p>Important projects in hand and their estimated cost (stage of work viz. planning and construction). The full address of the clients along with telephone number, Fax No., name of the contact person etc. complete. should be indicated against each project. (Details to be filled up as per format given in annexure –IV)</p>	

11.	Name and address of Engineers/Consultant responsible for structural design and drawings of Civil, Electrical, Fire Fighting and Public Health works. Green Building / HVAC/Sub-soil investigation work/ Topography survey.																
12.	Photographs, drawings etc of completed projects.																
13.	Registration with Tax Authorities : a) Income-tax No. PAN/GIR NO: b) GST Reg. No :																
14.	Registration with Government / Public Sector / Institution with name of the Organization, nature of works, value of works and date of registration (Details to be filled up as per format given in annexure –V)																
15.	Financial report duly audited by Chartered Accountant for last three years i.e balance sheet, profit and loss account. Turnover of the firm	<table> <thead> <tr> <th>Sl. No.</th> <th>Year</th> <th>Turnover</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>2014-15</td> <td>:</td> </tr> <tr> <td>2.</td> <td>2015-16</td> <td>:</td> </tr> <tr> <td>3.</td> <td><u>2016-17</u></td> <td>:</td> </tr> <tr> <td colspan="3">Average</td> </tr> </tbody> </table>	Sl. No.	Year	Turnover	1.	2014-15	:	2.	2015-16	:	3.	<u>2016-17</u>	:	Average		
Sl. No.	Year	Turnover															
1.	2014-15	:															
2.	2015-16	:															
3.	<u>2016-17</u>	:															
Average																	

Signature of the applicant and Complete
Address Official Seal with date.

ANNEXURE-IV

Details of the major works in hand

Sl No.	Name of Work	Work under execution for (name of the organization with address, concerned office & telephone no)	Nature of work (in brief)	Location of the work	Estimated Value of the works	Stipulated time for completion	Remark (if any)
1							
2							
3							
4							
5							
6							

ANEXURE-VI

Registration with Government / Public Sector / Institution

Sl. no	Name of the organization	Nature of works	Value of works	Date of registration
1				
2				
3				
4				
5				

FINANCIAL BID

ANNEXURE-VII

Sl No	Group No	Name of Project	Quoted Fee (Rs) (Rate in Amount)		Quoted Fee (Rs) (Rate in Percentage)	
			In Figure	In Words	In Figure	In Words

Note: The quoted rates should be inclusive of all taxes as applicable.