

**Indian Institute of Technology
(Banaras Hindu University) Varanasi
Varanasi-221005 (UP) INDIA**

Tender Ref. No.: IIT (BHU)/IWD/19-20/1306

Dated: 10-10-2019

**DOCUMENT FOR
EMPANELMENT OF ARCHITECTS CUM CONSULTANT**

This document consists of the following information in prescribed format

- Notice for Empanelment
- Instructions & Guidelines for Submission of Application Form
- Format of Application Forwarding Letter
- Empanelment Application Format
 - **Annexure I**
 - **Annexure II**
 - **Annexure III**
 - **Annexure IV**

**ISSUE OF APPLICATION from 10-10-2019 to 31-10-2019
(Applicant has to download and print application form and
tender documents from website.)**

SUBMISSION OF APPLICATION FORM ON OR BEFORE 31-10-2019

NOTICE FOR EMPANELMENT OF ARCHITECT CUM CONSULTANT.

Applications are invited for Empanelment of reputed Consultant cum Architectural firms for preparation and/or modifications of architectural drawings and structural design & drawings of various construction works (new/renovation) of the Institute initially for a period of one (-01-) year, subject to further extension on the discretion of IIT(BHU) Varanasi. The applicant must have a permanent office in the jurisdiction of Varanasi and/or Lucknow.

Interested firms fulfilling the following criteria may apply:

- 1) They should be having sufficient organizational structure comprising of qualified personnel viz. Architects, Interior designers, Engineers etc. along with other technical personnel and associates, if any, required to carry out the execution of assigned work in terms of nature and magnitude.
- 2) They should have necessary infrastructure/ equipment etc. to handle big, small, varied and challenging work involving new construction/ repair/renovation/refurbishment etc. in working/occupied premises and should have reasonable set up and presence in Varanasi and/or Lucknow.
- 3) They should have experience of having successfully completed similar works as follows during last 03 years (as on 31.07.2019):

Sl. No.	Type of work	Amount of work executed
01.	Landscape planning and design, Architectural drawings, structural design & associated detailed drawings, Interior design, repair, renovation, and refurbishment work etc	50 Lacs - 1.50 Cr. or above

Works ranging from Rs. 50 Lacs - Rs. 1.50 Cr. or above:

- 3 jobs of Rs. 40 lacs each or
- 2 jobs of Rs. 50 lacs each or
- 1 job of Rs. 80 lac.
- Average Annual financial turnover of the firm during the last -03- years, ending 31st March 2019, should be at least Rs. 50 lacs supported with audited balance sheets.

The basis for preparation of Architects Cum Consultant Panel:

As minimum criteria for empanelment, Architects should have successfully executed at least one work of similar nature (category wise in terms of amount) of comparable magnitude/value in the past seven years preferably with public sector units/government organizations/ reputed corporate houses having annual turnover for last FY more than Rs 100 Crore.

TENDER DOCUMENT FOR: EMPANELMENT OF ARCHITECT CUM CONSULTANT

CRITICAL DATE SHEET

Published Date	10-10-2019 (05:00 PM)
Bid Document Download Start Date	10-10-2019 (05:00 PM)
Clarification Start Date	10-10-2019 (05:00 PM)
Clarification End Date	25-10-2019 (05:00 PM)
Bid Submission Start Date	10-10-2019 (05:00 PM)
Date of Presentation	11-11-2019 (03:00 PM)
Bid Document Download End Date	31-10-2019 (04:00 PM)
Bid Submission End Date	31-10-2019 (04:00 PM)
Technical Bid Opening Date	01-11-2019 (04:30 PM)
Address For Presentation	Committee Room, Ground Floor, Admin Building, Indian Institute of Technology (Banaras Hindu University), Varanasi - 221005, U.P.
Address For Communication	Registrar, Indian Institute of Technology (Banaras Hindu University), Varanasi - 221005, U.P., INDIA E-mail: registrar@itbhu.ac.in

Eligibility:

- a. Graduate/Post graduate degree in Architecture/Civil Engineering with minimum 3 years of experience in architectural planning, landscape, design for interior, renovation works, etc. as on **10.10.2019**.
- b. The Consultant cum Architect must have registered with the Council of Architecture (COA) / Members of the Indian Institute of Architecture and should have experience in architectural planning, drawings, structural design & drawings, onsite supervision of construction and Interior works for the Public Sector Banks & Financial Institutions, PSUs, Government Departments and reputed Private organizations.
- c. The Architect must have necessary office setup with supporting staff for consultation / furnishing required help in getting plans, sanctions, NOC etc. approved from the local development/municipal authorities, fire department and forest department etc.

- d. Architectural firms having civil engineering department with personnel having required qualification and meeting the eligibility criteria can also apply.
- e. Members of the Indian Institute of Architects/Institution of Engineers for consultancy or any other pertinent professional institutes.
- f. Members of the Council of Architecture or any other professional institute.
- g. The Architects cum Consultant shall be selected from this panel for different works based on the fees to be quoted by them for specific work.
- h. The consultants having prior experience in preparation of detailed drawings of structural design & utility lines (electrical, water supply, drainage & sewerage, rainwater harvesting etc), bill of quantity and precise item-wise detailing for floating EPC mode of tender shall be given additional advantage. However, a relevant certificate from the government agency for which EPC mode work was carried out needs to be furnished.
- i. Services to be rendered by the Architect:
 - i. To take the instructions from the Institute and prepare architectural drawing, structural design & drawings, making revisions till sketch designs are finally approved by the Institute/funding agency and making preliminary estimates for the cost.
 - ii. To submit required drawing to the Local Authority and obtain approval, if required.
 - iii. To nominate and instruct additional consultants, as and when needed.
 - iv. To prepare interior / renovation / architectural working drawings, structural drawings including design and all other drawings for various utilities such as electrical, sewerage, water supply and fire-fighting etc.
 - v. To draw detailed specifications, estimates, draft tender for various associated works.
 - vi. To submit Assessment Reports on tenders received for various works along with comparative statements and recommendations for award of work.
 - vii. To prepare and supply 3 sets of all drawings for execution of assigned works.
 - viii. To visit the site as and when required.
 - ix. To submit complete drawings, architectural and structural design & drawings.
 - x. Any other services connected with the said works usually and normally rendered by the Architects and not referred to in above clauses.
- j. If scope of the assigned work includes supervision, the chosen Architect cum Consultant shall be required to depute his employee, and the entire responsibility of the quality of work, payment of bills and timely completion of the project would rest on the chosen Architect cum Consultant.

k. Tender form has to be downloaded from the Institute website and it will be available on the website from 10-10-2019 and it shall remain available on website up to 31-10-2019.

The Nonrefundable Tender processing Fee for Rs. 1000/- (GST inclusive) favoring **“Registrar IIT (BHU)”** Payable at Varanasi (in the form of DD/Bankers cheque) should be submitted along with the duly filled in document. The document submitted without the prescribed fee will be liable to be rejected.

The Tender Document for the given service will be on Two Bid System consisting of Technical Bid and Price Bid. Each offer must be in two bid cover enclosing Technical Bid and Price Bid.

No manual bids will be accepted. All bids, both Technical and Financial should be submitted on the E- procurement portal.

The Tender Document along with detailed specifications, terms and conditions may be downloaded from the institute website (www.iitbhu.ac.in) under Tenders (<https://www.iitbhu.ac.in/tenders>) and (<https://www.eprocure.gov.in/cppp>) by the interested supplier.

Last date and time for receipt of Tender Processing fee (if in form of DD or by Bankers Cheque): 31.10.2019(up to 16:00 Hrs.)

The Tender Processing Fee of Rs. 1000/- (Inclusive of GST and Non-Refundable) for this Tender to be paid in the form of Bank Draft or Bankers Cheque in favour of Registrar, IIT (BHU) payable at Varanasi before the Bid Opening Date and time. The hard copy of DD or Bankers Cheque for tender processing fee should be reached on or before the Bid Opening Date and Time at the address: Registrar, Indian Institute of Technology (Banaras Hindu University), Varanasi – 221005, UP. Proof of the DD or Bankers Cheque must be uploaded on portal with technical bid.

The proof of payment must be enclosed with Technical Bid.

The Technical Bid shall be opened on 01-11-2019 at Committee Room, Admin Building, IIT (BHU), Varanasi in presence of the committee members.

For further enquiry contact during office hours on all working days only.

The Institute reserves the right to accept or reject any or all the applications without assigning any reasons thereof.

Date:

**Instructions & Guidelines for Submission of Application
Form for Empanelment**

1. This application for empanelment is for a period of 01 year (from the date of placing first order), subject to further extension on the discretion of the Institute.
2. Intending applicants are required to submit their applications with full bio-data giving details about their organization, experience, technical personnel in their organization, competence and adequate evidence of their financial standing, etc. on online portal (**uploading of PDF file is must and it will be treated as final in case of any discrepancy in BOQ**).
3. While deciding upon the pre-qualification, great emphasis will be given on the ability and competence of applicants to do good quality works within the specified time schedule and in close co-ordination with all concerned agencies.
4. Each page of the application must be duly signed. The application shall be signed by persons/ persons on behalf of the organization having necessary authorization / Power of Attorney to do so (Certified copies to be enclosed).
5. If the space in the Proforma is insufficient for furnishing full details, additional information may be supplemented on separate sheets of paper, stating therein the part of the proforma and serial number (PDF file). Separate sheets shall be used for each part (PDF file). However the format shall be as per Performa.
6. Applications containing false or incomplete and/or inadequate information are liable to be rejected. Also mere fulfillment of eligibility criteria does not guarantee selection.
7. Canvassing in any form in connection with pre-qualifications is strictly prohibited and the application of such persons / organizations who resort to canvassing will be liable to be rejected.
8. The applications received after due date and time are liable to be rejected.
9. Institute reserves the right to reject any/ all the applications without assigning any reason thereof.
10. The Architects/consultants are required to make presentation of their work and must qualify as per the evaluation norms of the bids fixed by the institute.

Signature of the Applicant
Name & Designation
Seal of the firm

Date:

(Format of application forwarding letter)

To,

Registrar
Indian Institute of Technology
(Banaras Hindu University),
Varanasi

Ref: **Application for Empanelment of Architect cum Consultant for the Period 2019-2020**

Dear Sir,

I / we have read and understood the instructions and the Terms & Conditions mentioned in the empanelment document. I / we do hereby declare that the information furnished in the application and the supplementary sheets are correct to the best of my knowledge and belief.

Signature of applicant with seal

Name:

Designation:

Address:

Place:

Date:

Mandatory Information Required For Empanelment of Architect cum Consultant

Basic Information

1	a) Name of the applicant / organization b) Address of the Registered Office c) Address of office (With Phone Nos. Fax Nos. & E-mail ID & Contact Person)	
2	Year of establishment	
3	Type of the organization (Whether sole proprietorship, partnership, private ltd. or Ltd. Co. etc.) (Enclosed certified copies of documents as evidence)	
4	Name & Qualification of Proprietor/Partners/Directors of the Organization/Firm (Enclose certified copies of document as evidence)	
5	Details of registration – Whether partnership firm, company etc. Name of Registering Authority, Date and Registration number (enclose certified copies of document as evidence)	
6	Whether/registered with Government/Semi Government/Municipal Authorities of any other Public, Organization and if so, since when? (Enclosed certified copies of document as evidence)	
7	a) No. of years of experience in the field and details of work in any other field b) Whether ISO certified, furnish the details	
8	Area of business activities other than Architect, if any, and place of business	
9	Address of business activities other than Architect if any, and place of business	
10	Yearly turnover of the organization during last 03 years (year wise) and furnish audited balance sheet and Profit & Loss A/c (Audited) for the last 03 years (a) Committed turnover in 2016-2017 2017-2018 2018-2019	
11	Enclose copy of latest income tax clearance certificate	
12	PAN No.	
13	Details of registration/ GST	
14	Furnish the names of one or more responsible persons with their designation, address, Tel. No. etc. for whose organization, you have completed the above mentioned jobs and who will be in a position to certify performance of your organization.	
15	No. of supplementary sheets attached	

Annexure II

Work executed as Prime Consultant on works of a similar nature as mentioned above over the last three years

Project Name	Name of address of client	Description of work	Contact No.	Value of work (Rs. lacs)	Date of issue of work order	Stipulated period of completion	Actual date of completion	Remarks explaining reason for delay

Notes:

1. Information has to be filled up specifically in this format. Please do not write remark "As indicated in Brochure"
2. Date shall be reckoned from the date of advertisement of the notice in news papers.
3. For certificates, the issuing authority shall not be less than an Executive In charge.
4. Completion certificate of recent project ongoing/executed in last 03 years should be attached

Annexure III

Details of key personnel, permanently employed in your organization giving details about their technical qualification & experience including that in your establishments	name and designation	age	qualification	experience	Nature of works handled	Name of the projects handled costing over Rs. 1.00 crores	Date from which employed in your organization	Indicate details of experience to similar projects

Notes:

1. Information has to be filled up specifically in this format. Please do not write remark "As indicated in Brochure"
2. Indicate other points, if any, to show your technical and managerial competency to indicate strength in your favour.

APPLICATION FORMAT

APPLIED FOR EMPANELMENT OF: ARCHITECT / CONSULTANTS

(Please tick)

CATEGORY

(For consultant)

Demand Draft Details: DD number: _____ Date: _____

Amount: _____ Issuing Bank: _____

1. Name of the Organization :

Address :

Mobile No (1) :

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Telephone No :

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Tel Residence No :

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Mobile No (2) :

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E-Mail id :

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(Active e-mail id to which all communications shall be sent)

9. Details of the works executed during the last 3 financial years (up to 31.03.2019)
(Please mention only the works which qualify for eligibility criteria)

S. No.	Work executed for (name of the organization with address, concerned office & telephone no)	Nature of work (in brief) & Location	Actual value of the works	Stipulated time for completion	Actual time for completion	If work left incomplete or termination (furnish reasons)
1.						
2.						
3.						
4.						
5.						

Note: Copies of satisfactory work completion certificate to be enclosed

10. Details of present works under execution (enclose copies of work orders/ agreement letters etc. issued by the concerned agency)

1. _____
2. _____
3. _____

11. Furnish the names of three responsible clients / persons to whom the major works carried out by the applicant with address and telephone number who will be in a position to certify about the quality as well as past performance of your organization.

Name of the Official	Organization & Address	Contact Numbers

12. Furnish the details of litigation/ Arbitration cases resulting from the contracts executed in the last seven years or currently under execution in the following format.

Year	Award for or Against Applicant	Name of clients, cause of litigation and matter of dispute	Disputed Amount	Actual Awarded Amount	Remarks and the present status

DECLARATION

1. All the information furnished by me / us here above is correct to the best of my knowledge and belief.
2. I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / annexures.
3. I / We agree that the decision of IIT (BHU) in selection of Architect cum Consultant will be final and binding on me / us.

4. I / We have read the instructions appended to the proforma and I / we understand that if any false information is detected at a later date the empanelment shall be cancelled at the discretion of the Institute.

SIGNATURE OF THE APPLICANT:

NAME & DESIGNATION:

SEAL OF ORGANISATION:

Place:

Date:

ANNEXURE -IV

LIST OF RELATIVES EMPLOYED IN IIT (BHU)

Sl. No.	Name	Designation	Department/ Unit	Relationship with Architect / Consultant

**Signature of the Architect / Consultant
(With seal)**

FOR OFFICE USE ONLY

1	Name of the Company/ Firm		
2	Work for which Empanelment is Sought		
3	Views of the empanelment committee		
a			
b			
c			
4	Reasons for rejection if any		
5	Recommended Status:	Recommended for Empanelment	Not Recommended

SIGNATURE OF COMMITTEE MEMBERS

CHECK LIST OF THE DOCUMENTS

(To be filled by Applicants)

1.	Whether application fee in the form of DD is attached?	Yes / No
2.	Have you mentioned the category for which you have applied in the application form	Yes / No
3.	Whether copy of PAN card enclosed?	Yes / No
4.	Whether copy of GST certificate enclosed?	Yes / No
5.	Whether copy of Income Tax Certificate filed for last 3 years enclosed? (2016-17; 2017-18; 2018-19)	Yes / No
6.	Whether proof for average annual financial turnover enclosed?	Yes / No
7.	Whether work completion certificate with work order copies enclosed?	Yes / No
8.	Whether signed in all the pages of application & supporting documents with seal?	Yes / No
9.	Whether Electrical License copy enclosed in the case of electrical consultant?	Yes / No
10.	Whether copy of certificate issued by Council of Architecture(COA) enclosed in the case of Architects?	Yes / No
11.	Whether enclosed proof for year of establishment?	Yes / No

IMPORTANT NOTE:

1. CHECK LIST SHOULD BE FILLED UP CORRECTLY BEFORE SUBMISSION.
2. THE NECESSARY DOCUMENTS NEEDED FOR EMPANELMENT SHOULD BE FURNISHED AT THE FIRST INSTANCE.
3. NON SUBMISSION OF ANY NECESSARY DOCUMENTS WILL RESULT IN REJECTION OF THE APPLICATION.

SIGNATURE WITH SEAL