



## **EXPRESSION OF INTEREST**

The Superintending Engineer, AIIMS, Raipur on behalf of Director, AIIMS, Raipur invites online **Item Rate bids in two bid system (Technical & Financial)** from eligible, registered and experienced Consultant/firms for detailed architectural planning, structural designing, soil testing, estimation and tendering for the following work(s):-

(a)	Name of Work	<i>Consultancy for Planning, Designing, Estimation for Construction of Utility building with Parking, Kitchen and accompanying amenities.</i>
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S. No.	Description of Activities	Date	Time
1	Publishing Date	28-07-2022	17.30 hrs
2	EOI Document available for Download	28-07-2022	18.00 hrs
3	Meeting for clarifications on EOI (Pre-bid meeting)	10-08-2022	11.00 hrs
4	EOI Submission Start Date	11-08-2022	15.00 hrs
5	EOI Submission End Date	22-08-2022	16.00 hrs
6	EOI Opening Date	23-08-2022	16.30 hrs

### **Invitation of EOI:**

#### **1. Pre Bid Meeting**

The pre-bid meeting will be held at the Office of Superintending Engineer, **on August 10<sup>th</sup>, 2022 @ 1100 hrs** to sort out/resolve queries raised by the prospective architects regarding the scope, conditions, terms and conditions etc. The prospective architects requiring any clarification of the EOI document may send their queries in writing through e-mail on the mail id: **se@aiimsraipur.edu.in**

AIIMS Raipur will respond to these queries during the pre-bid meeting. The queries/doubt/clarifications etc. must be sent at least two days prior to the date of Pre-bid meeting.

#### **2. How To Apply**

##### **a) Envelope – 1**

- i.** Cover letter as per Annexure – A.
- ii.** Authority letter as per Annexure – B.
- iii.** Information about Organizational Structure, as per Annexure – C
- iv.** Details of Personnel, as per Annexure – D.
- v.** Curriculum Vitae (CV) of Key Professionals, as per Annexure – E
- vi.** Letter of Transmittal, as per Annexure – F
- vii.** The copy(ies) of valid registration/incorporation certificates of the firm(s) along with the copies of relevant documents.
- viii.** Copy of valid certificate of registration with Council of Architects, Government of India.
- ix.** Copy of PAN card
- x.** Copy of GST registration, if applicable
- xi.** The document establishing that the applicant has a work experience of 10 years (minimum) in the area of providing architectural services.
- xii.** Copy of audited balance sheet for last three financial years or a certificate from a Chartered Accountant towards the annual turnover for last three financial years.
- xiii.** Income Tax Clearance/Return for the last 3 years (i.e. for the *AY 2020-21, AY 2019-20 and AY 2018-19*) certified by a Chartered Accountant.
- xiv.** An undertaking to the effect that the applicant is not black-listed by any State / Central Government, Government Department, PSU, Educational Institute or an autonomous body.
- xv.** An undertaking to the effect that the Applicant Firm or all of the Consortium Partner Firms is/are not subjected to any disciplinary action by any Professional Body or Hon'ble court or debarred from practicing during the last 5 years
- xvi.** An undertaking as per the following on an official letterhead of the leading firm (or the sole applicant).

I/We have read the EOI conditions and having accepted all the terms and conditions send herewith all the required input, for being considered for appointment as Consultant. In the event of getting selected, I/ We undertake to carry out the full scope of work as per my /our fee offer.

Signature

(Name and seal of the firm)

- xvii.** In case of applying as “Consortium”, all consortium partners (other than the lead firm) must also submit the following undertaking in official letterhead.

I/We have read the EOI conditions and having accepted all the terms and conditions send herewith all the required input, for being considered for appointment as Consultant in consortium led by M/s\_\_\_\_\_. In the event of getting selected, I/ We undertake to carry out the full scope of work in consortium as per my /our fee offer. The specific role that I/We shall undertake includes\_\_\_\_\_ for the said work as laid out in the EOI.

Signature

(All consortium firms and associates (if any))

## **b) Envelope – 2**

- i.** A write-up on the Design Philosophy (not more than 5 pages) adopted by the firm in similar works completed and proposed Design Philosophy for this assignment.
- ii.** Details of work executed (previous works of similar nature) with names, addresses and other contact details of clients; drawings, sketches, photographs etc. in hard copies as well as soft copies for projection purposes should be included. Submit the copies of work order and completion certificates.

- iii. Details of any awards and honors won by the Firm/individuals in the Firm. Submit copies of the awards/honors.

### **3. Validity of EOI**

The EOI shall be valid for a period of **120 days** from the date of submission

#### **Conditions of EOI:**

##### **1. Stipulated Time Duration of Services.**

**Time allowed for the completion of the work is 730 days.** It will be reckoned after 7 days from the award of the work. If the consultant do not complete work within specified time LD@1.0%per month of contract value subject to maximum of 10% of delayed contract value will be deducted. However, the selected architects are required to provide the design, consultancy, work supervision and allied architectural services until the defect liability period of the constructed buildings is over..

##### **2. Eligibility Criteria.**

This EOI is intended to be for architects/architectural firms. A consortium of two or more firms (maximum three) may also apply. The Lead Firm of the Consortium should be clearly indicated, who will take the responsibility for all the deliverables and whom the Institute will deal with and make payments to. The other firms should confirm this arrangement in writing.

Only those who satisfy the stipulated criteria given below shall qualify for technical evaluation and will be considered for further processing.

##### **a) The following criteria is applicable to the sole applicant firm or to the lead firm in case of consortium:**

- iv. The applicant must be an Indian entity, having an office in India.
- v. If the applicant firm is owned by an architect (solely or in partnership), the architect (principal) must be registered with COA and must be full time with the firm.
- vi. The applicant should have a valid GST registration.

- vii. The applicant should have qualified and experienced personnel in Architectural design work, coordinating and integrating all the Engineering Utilities.
- viii. The applicant should have adequate Drawing Office set-up for quick response to deliver designs and drawings and troubleshooting to a very tight time schedule.
- ix. The applicant should not be a loss-making Firm in any of the years in the last three years. Audited balance sheets (for the FY 2021-22, 2020-21 and 2019-20) should be submitted as a proof.
- x. The applicant must have at least 5 employees on roll, of which at least two should be technical members.

**b) The following criteria must be fulfilled by one of the firms in the consortium, or by the sole applicant firm.**

- i. The applicant should be qualified in the field of architecture. Its Principal(s) (i.e. partners, directors etc.) must be registered with the Council of Architecture, Govt. of India, and must be full time with the firm as on the date of EOI. They should also be registered practitioner in the field for at least 10 years in the area of providing architectural services.
- ii. The applicant firm should have carried out (merely submitting proposals is not to be counted) the design work for at least **one similar project of gross value of not less than 15 Crores** or **at least two similar projects project of gross value of not less than 10 Crores** completed during the last seven years. The firm should submit the details of such completed works.

***Please note that, “similar project” means Designing & Planning Construction of multi level building in last 7 years.***

- iii. The applicant should have Structural and MEP Engineers, Landscape Architects with relevant qualifications and experience.
- iv. The applicant firm should have experience in Design and Modeling software including **BIM**.

**c) The following criteria must be fulfilled by all firms in the consortium, or by the sole applicant firm:**

- i. The applicant must be an Indian entity, having an office in India. The Applicant Firm or all of the Consortium Partner Firms must not have been blacklisted by any State/Central Government, Govt. Department, PSU, Educational/autonomous institute as on date submission of EOI document.

- ii. The Applicant Firm or all of the Consortium Partner Firms must not have been subjected to any disciplinary action by any Professional Body or Hon'ble court or debarred from practicing during the last 5 years.
- 3. The Scope of Work is attached as Annexure – A.
- 4. The Bidders are advised to carry out site visit before the Pre-Bid Meeting.
- 5. The Bidder shall make their Presentation to bring out complete detail of work along with proposed plan for execution, design, scope of work along with technique to be adopted, tests to be performed, procedure required to be carried out for work.
- 6. The Bidding shall be carried out through Call of Quotation / Tender e-portal.
- 7. The bidder shall quote the rate inclusive of all taxes, hire charges of tools & Plants, Consultancy fee, fee to be paid to NIT / IIT for third party technical concurrence all complete. Nothing extra shall be paid by AIIMS Raipur.
- 8. The Successful Bidder shall also be liable for the verification of the prepared Drawing/ Design by NIT / IIT. The fee for verification shall be borne by the Successful Bidder.
- 9. **Signing of bid document.**
  - a) If the bidder is a proprietary firm, the bid shall be signed by the proprietor above his full type written name and the full name of his firm with its current address.
  - b) If the bidder is a firm in partnership, the bid shall be signed by all the partners of the firm above their full type written names and current addresses, or, alternatively, by a partner holding power of attorney for the firm. In the later case a certified copy of the power of attorney should accompany the application. In both cases a certified copy of the partnership deed and current address of all the partners of the firm should accompany the application.
  - c) If the bidder is a limited company or a corporation, the bid shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The bidder should also furnish a copy of the Memorandum of Articles of Association duly attested by a Public Notary.

## **SCOPE OF WORK:**

1. Construction of Utility Building along with Parking, Kitchen etc in an approximate area of 1250 sqm having basic minimum as under:
  - a) The Building shall have parking facility in the first floor.
  - b) A ramp shall be provided for providing movement space to and from the Parking Area on the First Floor.
  - c) The Building shall include Kitchen for Hospital Block along with Storage.
  - d) The Building shall also have Service Lifts.
  - e) Connectivity to the existing building shall be provided

**Note:** The above are minimum requirements and are illustrative by not exhaustive, further more points may be included in the discussions and design.

**Brief description of Duties of Consultant:**

- a) Submission of detailed drawings (Architectural Structural etc) for **Construction of Utility building with Parking, Kitchen and accompanying amenities for AIIMS Raipur**. The design shall be as per relevant codal provisions and by-laws.
- b) Preparation of 3D View and submission and making changes if required till the design is finalized.
- c) Third Party technical Concurrence of design from any IIT / NIT.
- d) Submission and Finalization of Estimate based on CPWD.s Latest Delhi Schedule of Rates and Non Schedule Items along with Market Rate Analysis (based on CPWD pattern refer Delhi Analysis of Rate at CPWD Website) of Non Schedule Items as required.
- e) Preparation of DNIT with detailed specifications of materials for inviting tender for fixing agency for execution of the work.
- f) Assist AIIMS in inviting bids, tender evaluation and fixing agency for execution.
- g) Providing of Revision to the drawing if required during the Execution of Actual Work at Site.

Superintending Engineer  
AIIMS, Raipur (C.G.)

**FORM FOR DETAILED INFORMATION BY BIDDER (Vendor Details)**

1.	Name of the Bidder	
2.	Permanent Account No (PAN)	
3.	Particulars of Bank Account	
	a) Name of the Bank	
	b) Name of the Branch	
	c) Branch Code	
	d) Address	
	e) City Name	
	f) Telephone No	
4.	Legal status of the bidder (attach copies of original document defining the legal	
	a) An Individual	
	b) A proprietary firm	
	c) A firm in partnership	
	d) A limited company or Corporation	
5.	GST Registration Certificate No	
6.	Valid Email ID of the Bidder	
7.	Complete Postal Address of the bidder	

**Seal & Sign of Contractor**



## **Annexure-A: Cover Letter**

***(To be submitted in Original on Letterhead)***

Date:

To:  
Superintending Engineer  
AIIMS Raipur  
Raipur – 492099, Chhattisgarh.

**Subject: EOI Notice No. 08/ EOI /SE /AIIMS/RPR/2022-23 dated July 28, 2022.**

Dear Sir,

We, the undersigned, offer to provide design, architectural and allied services to IIT- Bhilai in response to your EOI notice no. 08/ EOI /SE /AIIMS/RPR/2022-23 **dated July 28, 2022.**

We are hereby submitting our proposal for the same.

We hereby declare that all information and statements made in this proposal are true and we understand and accept that any misinterpretation by us, may lead to our disqualification. We agree to abide by all the terms and conditions of the EOI document. We would hold the terms of our proposal valid for **120 days** as stipulated in the EOI document.

We understand you are not bound to accept any Proposal you receive.

The undersigned is authorized to sign this bid document. The authority letter to this effect is enclosed.

Yours sincerely,

(Authorized Signatory)

Name and Title of Signatory:

e-mail:

Mobile No:

## **Annexure-B: Letter of Authority**

**(To be submitted in Original on Letterhead)**

Date:

To:  
Superintending Engineer  
AIIMS Raipur  
Raipur – 492 099, Chhattisgarh.

**Subject:** Letter of Authority for **EOI No. 08/ EOI /SE /AIIMS/RPR/2022-23** dated **July 28, 2022.**

Dear Sir,

We, M/s \_\_\_\_\_ (Name of the bidder) having registered office at \_\_\_\_\_  
(address of the bidder) herewith submit our bid against the said EOI notice.

Mr./Ms. \_\_\_\_\_ (Name and designation of the signatory), whose signature is appended below, is authorized to sign and submit the bid documents on our behalf against said notice for EOI.

Specimen Signature:

The undersigned is authorized to issue such authorization on behalf of us.

For M/s \_\_\_\_\_ (Name of the bidder)

Signature and company seal

Name

Designation

e-mail:

Mobile No:

### **Annexure-C: Organization Structure**

In case of applicant being consortium, this form should be filled by each firm of the consortium separately.

1	Name and Address of the applicant with telephone No. /Fax No. /Email ID.	
2	Year of Establishment Date & Year of commencement of practice	
3	Legal status of the applicant (attach copies of original document defining the legal status) a) A proprietary firm b) A firm in partnership c) A Limited Company or Corporation / Joint venture / Consortia	
4	Names of Directors (proprietor, partners etc.) & other executives with designation	
5	Designation of individuals authorized to act for the organization	
6	Total No. of professional staff (In house): Planners: Architects: Structural Engineers: Quantity Surveyors: MEP Engineers: Others:	
7	Any other information considered necessary but not included above.	
8	Has the applicant or any partner in case of partnership firm, ever abandoned the awarded project before its completion? If so, give name of the project and reasons for abandonment.	

9	Has the applicant or any constituent partner in case of partnership firm or consortium, ever been debarred/ black listed for competing in any organization at any time? If so, give details	
10	Has the applicant or any constituent partner in case of partnership firm or consortium, ever been convicted by a court of law? If so give details.	
11	In which field of Consultancy, the applicant has specialization & interest	
12	Address of office nearest to Raipur and Bhilai.	
13	Signature and stamp along with the date and place.	

### **Annexure-D: Details of Personnel**

This form should provide the details of personnel (both In-house and in tie-up arrangements) who shall be available for the assignment.

Sl. No	Service	Availability of Service	Nos. of staff members with experience (provide separate numbers for in-house and tie-up arrangements)		
			More than 10 years	Between 5 and 10 years	less than 5 years
1	Planning	Yes/No			
2	Architectural	Yes/No			
3	Structural Engineering	Yes/No			
4	Public Health Engineering	Yes/No			
5	Electrical Engineering	Yes/No			
6	Mechanical Engineering	Yes/No			
7	HVAC Engineering	Yes/No			
8	Firefighting/Engineering	Yes/No			
9	Data Network Engineering	Yes/No			
10	Environmental Engineering	Yes/No			
11	Administrative/support staff, categories to be mentioned	Yes/No			
12	Office and field equipment Computers Plotters Printers Scanners Photocopying machine Digital camera Drones	Nos. available (along with brief specifications)			
13	Licensed software available with the firm(s)				
14	Signature and stamp along with the date and place.				

Note:

1. Personnel for planning and architectural services should only be in-house. Provide membership details of professional institutions for all staff members including the level of certifications if available.
2. In case any services are outsourced, the firms must provide an undertaking that the firm shall take full responsibilities of timely deliveries without deficiencies.

## **Annexure-E: Curriculum Vitae (CV) of Key Professionals**

The following need to be provided by applicant (each firm in case of consortium) for its key professionals.

**Name:**

**Date of Birth:**

**.Nationality:**

**Years with Firm:**

**Membership in Professional Societies:**

**Task/Role to be assigned in this project:**

Photograph

**Key Qualifications:**

[Give an outline of staff member's experience and training relevant to responsibility in context of present assignment. Describe degree of responsibility held by staff member on relevant previous assignment and give dates and location. Use up to half a page]

**Education:**

[Summarize college/University and other specialized education of staff member, giving names of Institutions, dates attended and degree(s) obtained. Use up to a quarter page]

**Employment Record:**

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, name(s) of employing organization(s), title of positions held and location of assignments. For experience in last ten years, also give type of activities performed and client references, where appropriate. Use up to three quarter of a page.]

**Certification**

I, the undersigned, certify that to the best of my knowledge and belief, these bio-data correctly describe my qualifications and experience of my staff/or collaborators and myself.

**Date:**

**Signature(s) of the Applicant(s) with seal**

### **Annexure-F: Letter of Transmittal**

The following need to be provided by applicant (lead firm in case of consortium) on its letterhead.

To  
Supertending Engineer  
AIIMS Raipur

Sir,

Sub.: Your EOI No. 08/ EOI /SE /AIIMS/RPR/2022-23 dated **July 28, 2022.**

I/we do hereby submit my/our offer in two covers and if these offers are accepted undertake to provide Planning and Architectural Consultancy services comprising of:

- Architectural, Structural and Internal Engineering Utilities (IEU) designs; Specifications and Bill of Quantities (BOQ) etc for **Designing and Planning for Construction of Utility building with Parking, Kitchen and accompanying amenities. at AIIMS Raipur.**

I/We fully understand that the written agreement to be entered into between me/us and AIIMS Raipur shall be the foundation of the rights and responsibilities of both the parties and the agreement for the Consultancy services and shall not deemed to come into force until the agreement has been signed by me/us and then by the Officer authorized to enter into contract on behalf of AIIMS Raipur.