**EXECUTIVE ENGINEER**

**PUBLIC WORKS DEPARTMENT,**

**NAGAR NIGAM DEHRADUN,**

**7-NEW ROAD,DEHRADUN-248001**

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**Request For Proposal**

**For**

**Empanelment of Architects/Consultants for Architectural/Structural Design of Projects done by Nagar Nigam, Dehradun.**

 **Expression of Interest**

**Empanelment of Architects/Consultants for Architectural/Structural design of projects done by Nagar Nigam,Dehradun.**

**Letter no. Dated:**

Nagar Nigam ,Dehradun is a Government of Uttarakhand Undertaking.The Nigam is engagaed in maintaining the Dehradun city,sweeping ,cleaning and providing street lighting to the city.Besides ,the nigam undertakes construction works broadly pertaining to beautification of parks ,beautification of roundabouts,as well as making high-tech toilets and urinals.Public works department of Nagar Nigam carries all these works.

 Proposals are invited from reputed architects/consultants and structural designers for empanelment for the work of preparation of Architectural and Structural Design and Drawings of roundabouts ,parks and different upcoming proposals in Dehradun.The architects/consultants should preferably have the experience of woking for CPWD,RES,IRRIGATION Dept.,State PWD’s,Semi -Govt. Organisations.

 The Request For Proposal (RFP) can be obtained from the office on payment of non-refundable document cost of Rs………. +14% VAT through DD/Pay order from any scheduled/Nationalised bank in favour of “…………………………………..”,Nagar Nigam,Dehradun,Payable at Dehradun. The RFP can also be downloaded from <http://www.nagarnigamdehradun.com> and submitted along with the payment as above.

**Date of Issue of RFP document -------**

**Date of uploading of RFP document --------**

**Last date of receipt of Proposals in the office -------**

**Date of opening of Proposals -------**

**1.1.Categories of Empanelment:**

Empanelment of three consultants in each category for Architectural and Structural Design of Proposed projects will be done for three years.

The empanelment will be done in three categories:

**Category A :Works costing more than Rs.500.00 lacs**

**Category B :Works costing more than Rs.300.00 lacs and upto Rs.500 lacs**

**Category C :Works costing more than Rs.100.00 lacs and upto thanRs.300.00 lacs**

**Category D :Works costing upto Rs.100.00 lacs.**

 If consultant will apply for all four categories ,the category shall be decided by the committee generally on the basis of predetermined criteria possible to do so .The architects/consultants can be considered for more than one category.

 The consultants/architects will be bearing the overall responsibility for the whole scope of the assignment and delivery of agreed outputs.

**1.2 Eligibilty criteria:**

1.2.1 The architectural consultants should be conservant with architecture and designs mechanisms as per the topography and environment of Uttarakhand state.

1.2.2 The architectural consultants must have the knowledge of requirements of different type of government residential and non-residential buildings.

1.2.3 The architectural consultants should be specialized in latest technology innovation and trends using latest cost-effective and eco-friendly materials,green building concepts ,earthquake proof designs etc.

1.2.4 For empanelment in the different categories, architectural consultants should have experience of minimum three years of satisfactory completion of projects of government buildings.The architectural /structural consultants may apply for one or more category .The audited balance sheet by chartered accountant of previous three financial year will have to be submitted as proof for annual turnovers.

1.2.5.Architects applying for structural Design consultancy should have structural engineers who possess M.E./M.Tech degree in Structural or Building designs.The structural engineers applying seperately must have M.E./M.Tech degree in Structural or Building designs.

1.2.6.The architects should be members of The Indian Institute of Architects/Indian Council of Architects.

1.2.7.The Consultants should furnish the following details with technical bid.

 (1)Name and address of the firm along with the registration no.

 (2)Detailed profile of the firm /individual .

 (3)The list of in house Technical staff with details of there qualification , experience and field of expertise.

 (4) Copy of balance sheets for the last three financial years .

 (5)List of projects handled during last three years clearly indicating covered area ,cost and scope of work in the prerequisite proforma.

 (6)List of current projects in hand including the cost in the pre- requisite proforma.

 (7)List of award winning entries,if any.

 (8)List of consultants associated on regular basis for specialized jobs such as structural designs ,electrical and mechanical works ,plumbing ,drainage services and landscaping etc.

 (9)List of equipments available with the firm .

 (10)Registration for service tax and Clearance Certificate of last three years Service Tax returns.

 (11)Registration for Income-Tax and Clearance Certificate for last three years Income- Tax returns.

**1.3.Period of Empanelment:**

The selected consultants shall be empanelled for a period of three years ,Nagar Nigam Dehradun , however,reserves the right to upgrade/review the panel at any time without assigning any reasons.

1. Technical staff strength
2. Financial turnover
3. Experience during last three years
4. Current work in hand
5. Award winning projects
6. Profile and experience of associated consultants
7. List of equipments available with the firm

**1.2.9.** Architects should fulfill all the terms and conditions .Nagar Nigam Dehradun will priortise the empanalled Architects in respective categories on the basis of work experience and specialization in the particular field and work will be assigned to them from time to time by the Nagar Nigam,Dehradun. Negotiation of Consultancy fees may be done with the consultants ,if it is desired by the Nagar Nigam,Dehradun .

**1.2.10**. Nagar Nigam, Dehradun also reserves the right to accept or reject any or all proposals without assigning any reasons thereof.

**UNDERTAKING BY ARCHITECTS**

**(To be given on a 10 Stamp Paper duly not arised)**

1.I/We have read and examined the RFP document, terms and conditions of Bid and other documents and rules referred in the Bid Document for Architectural consultancy.

2.I/We here by submit Bid for empanelment for providing consultancy services in category A/B/C/D (strike out which is not applicable).

3.I/We agree to keep the Bid open for three years from the due date of submission thereof and not to make any modification in the term and conditions.

4.I/We hereby declare that I/We will treat the drawing and other records connected with the consultancy as secret /confidential documents and shall not communicate information/derwed there from any personnel accept to whom ,I/We may be authorized to communicate the same or use the information in any manner contrary to the interests of the Nagar Nigam.

5.If I/We fail to complete the consultancy specified to which I/We have agreed then the Nagar Nigam shall have the right to forfeit the said Performance Guarantee absolutely ,otherwise the said Performance Gurrantee shall be retained by the Nigam towards security deposit to render all consultancy referred from time to time upon the terms and conditions contented or referred to therein and to carry out such deviations as may be ordered.

**Seal of Consultant : Sign. of Consultant:**

**Place:**

**Date:**

 **Method of Application**

1. If the consultant is an individual or a proprietery firm ,the bid shall be signed by the individual /proprieter of the firm.
2. In the event of the bid being submitted by a c ,it company must be signed seperately by each partner thereof or in the event of absence of any partner ,it must be signed on his behalf by a person holding the power of attorney authorizing him to do so. Such power of attorney is to be attached with the bid .Also the firm submit documents to ensure that the firm is duly registered under the Indian Partnership Act.
3. A certified copy of partnership deed , from registar of societies for the firm. Current address proof of all the partner of the firm shall also accompany the bid.
4. If the Consultant is a limited company the bid shall be signed by a duly authorized person holding power of attorney for signing the application.

**Payment of Consultancy:**

1. The Nagar Nigam agress to pay to the appointed consultant as professional services to be rendered by him, for the stipulated schedule ,as accepted by the Nagar Nigam in the letter of appointment.
2. Service Tax actually paid on consultancy fees as applicable shall be re-embarrsed by Nigam on the basis of proof of payment by the consultant .
3. Statutory charges /fees payable to any local authority for obtaining statutory approvals for commencent /completion /occupation of the building shall be paid by Nagar Nigam,Dehradun to the compentent authorities.

**Payment Schedule:**

1. Payments to the consultant shall be on account and shall be adjusted against the final bid.
2. All payment shall be subjected to Income-Tax deduction at source.
3. The consultant shall be paid for each of the services in the schedule in the various stage as following schedule :

  **Architectural Consultancy:**

(a)10% of the total fees for architectural consultancy on development /modification and finalization of conceptual designs,master-plan,layout and approval by the concerned department through Nagar Nigam,Dehradun and preparation of preliminary drawing,detailed specification and preliminary project report.

(b)30% of the total fees for architectural consultancy on detailed design and preparation of al detailed working drawings of al plans,section and evaluation,including various,specilalist services,for estimation and tendering.

(c)20% of total fees for architectural consultancy on preparation of detailed estimate ,analysis of rates, details of measurements,specifications,draft model tender document.

(d)30% of total fees for architectural consultancy on detailed design and preparation of all detailed working drawings of al plans ,sections and elevation ,including various specialist services,for constructions puposes.

**Security Deduction:**

10% of consultation fee shall be retained towards security and shall be released after the completion of the project or one year which prior is earlier.

**Time Schedule:**

(1)The date of commencement of project will be reckoned from the day of date of offer of appointment .

(2)Completion of various professional services /activities shall be achieved within the time schedule as described in the offer of appointment.

(3)As the project has to be completed on the fast track ,the work shall be carried out with due delegance and as per the time schedule.In case of any delay /default ,performance /deficiency by the consultant ,to the agreed time schedule ,for pre-commencement activities the consultancy fee shall pay by to the amount equivalent to 0.25% of the total amount of fee payable for each week of delay subject to a maximum to a 10% of the total fee quoted in the financial quote.

**NOTICE FOR EMPANELMENT OF ARCHITECTURAL &ENGINEERING CONSULTANTS**

(**Form to be filled by prospective consultants)**

**Annexure-I**

**Name:**

**Address:**

**Contact Person:**

**Telephone Landline and Mobile:**

**Place and year of Incorporation:**

**Incorporation/Registration Details (enclose copy):**

**PAN Number:**

**Sales Tax/ Trade Tax/Service Tax No.:**

**Organization chart of Key Personnel:**

**Annexure-II**

**Details of qualified and Experienced Professionals on the roll**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.NO.** | **NAME** | **DESIGNATION** | **QUALIFICATION** | **EXPERIENCE** |
|  |  |  |  |  |
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**ANNEXURE-III**

**Details of specialist Associates Consultants working on regular basis with firm**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.NO.** | **Name of Associate** | **Specialization** | **No. of Joint works undertaken** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**ANNEXURE-IV**

**Details of Office Space and Infrastructure with firm**

**1.Office space Sq.m.:**

**2.Computers Plotters etc.:**

**3.Software:**

**ANNEXURE-V**

**Details of similar Projects completed and on-going in last five years**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.no.** | **Project** | **Scope of Service** | **Project Cost(Rs.)** | **Date of start/Com pletion** | **Remarks** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

 Note: Please attach copy of orders and Client’s Certificate

**ANNEXURE-VI**

**Turnover for last three years**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.no.** | **Financial Year** | **Turn Over(Rs.)** | **Remarks** |
| **1** | **2011-12** |  |  |
| **2** | **2012-13** |  |  |
| **3** | **2013-2014** |  |  |
| **4** | **2014-2015** |  |  |
| **5** | **2015-2016** |  |  |

Note: Provide balance sheets/CA Certificates

Note: Each submitted document should be duly stamped and signed by authorized signatory.