



सत्यमेव जयते

# EXPRESSION OF INTEREST

(EoI)

For

**Selection of Architects/Architectural Firms for Providing Comprehensive Architectural Services(Interior Designing including Electrification, HVAC, Acoustic Control, Sanitary & Plumbing and other related Works) for Establishment of “North East Skill Centre Campus” located Opposite ISBT, Betkuchi, Guwahati.**

Date of Issue:	08 <sup>th</sup> February, 2018
Last date of submission:	16 <sup>th</sup> February, 2018

**Employer:**

**Mission Director,  
Assam Skill Development Mission,  
5<sup>th</sup> Floor, Nayantara Building,  
Six Mile, Guwahati-781022**

INDEX:

<b>Sl.No</b>	<b>Topic</b>	<b>Page</b>
1	<b>Notice Inviting Eoi</b>	
2	<b>Schedule of Invitation of EOI</b>	
3	<b>Background</b>	
4	<b>Scope of Work</b>	
5	<b>Schedule of Services</b>	
6	<b>Eligibility criteria</b>	
7	<b>Details for Submission of EOI</b>	
8	<b>Annexure I: Details of Architect/ Architectural Firm</b>	
9	<b>Annexure II: Commercial Bid</b>	

## 1. **Notice inviting EOI**

The Mission Director, ASDM invites Expression of Interest (Eoi) in form of sealed quotations for providing from qualified, experienced, competent and financially sound Architects /Architectural firms registered with Council of Architecture, New Delhi and empanelled with the Assam Public Works Department for **Providing Comprehensive Architectural Services(Interior Designing including Electrification, HVAC, Acoustic Control, Sanitary & Plumbing and other related Works)** for Establishment of “**North East Skill Centre Campus**” located Opposite ISBT, Betkuchi, Guwahati.

Interested applicants may download the Eoi from the website [www.asdm.assam.gov.in](http://www.asdm.assam.gov.in)

The Expression of Interest in form of sealed quotations must be delivered to the address given in the Eoi document latest by 1400 hrs on 16<sup>th</sup> February, 2018.

Sd/-

Mission Director,

Assam Skill Development Mission

Six Mile, Guwahati-781022

Assam

## **2. Schedule of Invitation of EOI:**

<b>Sl. No.</b>	<b>Activity</b>	<b>Date</b>
<b>1</b>	<b>Release of Eoi</b>	<b>08<sup>th</sup> February, 2018</b>
<b>2</b>	<b>Last date &amp; time (deadline) for receipt of Eoi.</b>	<b>16<sup>th</sup> February, 2018 till 1400 hrs.</b>
<b>3</b>	<b>Opening of Eoi</b>	<b>16<sup>th</sup> February, 2018 at 1430 hrs.</b>
<b>4</b>	<b>Submission of responses to this Eoi and or any enquiry</b>	<b>The Mission Director Assam Skill Development Mission Six Mile, Guwahati-781022</b>

## **3. Background:**

Assam Skill Development Mission is a Society registered under the Societies Registration Act, 1860. The Mission is under the Skill, Employment & Entrepreneurship Department, Govt. of Assam. ASDM has been formed as an Apex body of the State for imparting skill training.

## **4.Scope of Work:**

The Architect is required to provide services in respect of the following :

- 4.1 Site evaluation and assessment.
- 4.2 Interior design and space planning.
- 4.3 Preparation of Detailed Bill of Quantities and specifications and Estimate of cost.
- 4.4 Design of fixed items of work, loose furniture & interior related civil works.
- 4.5 Illumination design.
- 4.6 Acoustic, Air Conditioning and Fire Detection & Fighting design.
- 4.7 Graphic design and signage.
- 4.8 Indoor plants cape.
- 4.9 Selection of materials, equipment and other interior related elements.
- 4.10 Integration of all Engineering services.
- 4.11 Periodic inspection and evaluation of works at site.

## **5. SCHEDULE OF SERVICES :**

The Architect shall, after taking instructions from the Client, render the following services

**CONCEPT DESIGN [STAGE 1] :**

5.01 Prepare conceptual designs with reference to requirements and basic approach to circulation, activity distribution, interaction and external linkages.

5.02 Prepare rough estimate of cost on area basis.

**PRELIMINARY DESIGN [STAGE 2] :**

5.03 Modify the conceptual designs incorporating required changes, prepare the preliminary drawings, schedule of finishes for the Client's approval.

5.04 Prepare preliminary estimate of cost including preliminary specifications of different items and schedule of work so as to enable to run the laboratory work during renovation and construction process.

**DRAWINGS FOR CLIENT'S /STATUTORY APPROVAL [STAGE 3] :**

5.05 Prepare drawings necessary for Client's/ statutory approvals and ensure compliance with codes, standards and legislation, as applicable and assist the Client in obtaining the statutory approvals thereof, if required.

**WORKING DRAWINGS AND TENDER DOCUMENTS [STAGE 4] :**

5.06 Prepare working drawings deemed to be required for tender purpose including detailed specifications and Bill of Quantities sufficient to prepare estimate of cost and tender documents including code of practice covering aspects like mode of measurement, quality control procedures on materials & works.

**CONSTRUCTION [STAGE 5] :**

5.07 Prepare and issue detailed working drawings for proper execution of works during construction.

5.08 Approve samples of various elements and components.

5.09 Coordinate with other vendors like Air conditioning and Fire Fighting for proper implementation of the project.

5.10 Visit the site of work and fabrication workshop, at intervals mutually agreed upon, to inspect and evaluate the progress of works and where necessary clarify any decision, offer interpretation of the drawings/specifications, attend conferences and meetings to ensure that the project proceeds generally in accordance with the conditions of contract and keep the Client informed and render advice on actions, if required.

5.11 In order to ensure that the work at site proceeds in accordance with the contract documents/ drawings and to exercise time and quality controls, the Architect shall make periodic supervision of the site and whereas day-to-day supervision will be carried out by a Construction Manager (Clerk of Works/ Site Supervisor or Construction Management Agency in case of a large and complex project), who shall work under the guidance and direction of the Architect.

5.12 Issue Certificate of Virtual Completion of works.

## **COMPLETION [STAGE 6] :**

5.13 Prepare and submit completion reports and drawings for the project as required and assist the Client in obtaining "Completion/ Occupancy Certificate" from statutory authorities, wherever required.

5.14 Issue 3 (three only) sets of as built drawings including services and structures.

## **6. Eligibility Criteria :**

The Architects / Architectural Firms interested in the EoI for selection should meet the following qualification criteria.

Sl.no.	Eligibility Criteria
1	The applicant should be a registered member of the Council of Architecture.
2	The application should be empanelled with the Assam Public Works Department
3	The Architect should have a registered office in Guwahati, Assam and must be engaged in Architectural Consultancy for the last 15 years as on 31 <sup>st</sup> December, 2017
4	Minimum turnover Rs 25 lakhs in the last 03 years.
5	The Architect should have completed 03 nos similar projects of project cost of 5 crore or 01 nos of 8 crore in last 05 years.

## **7. Details for Submission of EOI**

### **7.1 Profile of Architect/Architectural Firm**

1	Details of Organisational Set-up
2	Experience details of projects.
3	Details of Manpower
4	List of clients

### **7.2 Documents to be Submitted:**

1. Full details of the Proprietorship Firm / Partnership Firm / Public or Private Limited Company.
2. Documents like Photocopies of COA Registration Certificate, APWD registration, PAN Card, GST Registration Certificates, Last 3 Years IT Return (for the group of Companies wherever applicable),

Partnership Deed (in case of Partnership Firm), Registration Certificate and Memorandum of Association (for Private Limited or Limited Companies).

3. In all the cases above all the proprietors/partners/directors of different kind of Organisations must be Registered with Council of Architecture, New Delhi, India.
4. The Applicant should have proper Presence in Guwahati in form of his own Registered Office.
5. Power of Attorney of the person to sign this Tender Documents.
6. Work orders of 03 numbers of projects completed in last 05 of 5 crore or 01 numbers of projects completed of 8 crore.

### **7.3 Commercial Bid**

1. The rate quoted shall be in % percentage of the project cost.
2. The rate shall include cost of 3 dimensional views, CAD drawings, presentation drawings, etc., prepared for design and execution of the project.
3. GST and other applicable taxes(if any) shall be paid as extra as per the prevailing Government norms and rules.

### **7.4 Submission Process**

1. Interested applicant may furnish their expression of interest (Eol) in 02 (two) separate envelopes, one containing the commercial bid superscribing "commercial bid" and the second containing the technical bid superscribing " technical bid" and both the envelope should be sealed inside a third envelope super scribing "**EOI for Selection of Architects/Architectural Firms for Providing Comprehensive Architectural Services(Interior Designing including Electrification, HVAC, Acoustic Control, Sanitary & Plumbing and other related Works) for Establishment of North East Skill Centre Campus**" "**DO NOT OPEN BEFORE 1430 hrs ON 16<sup>th</sup> FEBRUARY, 2018**". and addressed to The Mission Director, Assam Skill Development Mission, SixMile, Guwahati – 22

2. The Eol submitted by the applicant shall remain valid for a period of 90 days after the closing date (deadline) for submission of Eol prescribed in this document. Eol valid for shorter period may be rejected as non-responsive. The Employer may solicit the applicants consent to an extension of Eol validity (but without the modification in their Eol).

3.The Employer reserves the right to withdraw this Eol, if he/she determines that such action is in the best interest of the Government of Assam. The Employer undertakes that all the information shared by the applicant will be held in strict confidence and will not be made public unless directed by court of law.

### **7.5 Disqualification**

1. The Employer may at its sole discretion and at any time during the evaluation of EoI, disqualify any applicant, if the applicant Submitted the EoI after the response deadline, made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;
2. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years;
3. Submitted a EoI that is not accompanied by required documentation or is non-responsive;
4. Failed to provide clarifications related thereto, when sought; (vi) submitted more than one EoI;
5. Was declared ineligible/blacklisted by the Government of India/State/UT Government;
6. Should not be in litigation with any Government in India.

#### **7.6 Confidentiality**

Information relating to the examination, clarification, comparison and evaluation of the EoI submitted shall not be disclosed to any of the responding applicants or their representatives or to any other persons not officially concerned with such process until the evaluation process is complete. Undue use by any applicant of confidential information related to the process may result in rejection of its EoI.

#### **7.7 Disclaimer**

1. The information submitted in response to this EoI may be subject to the public release (as per RTI norms). Therefore, do not include proprietary or confidential business information in your response. Applicants responding to this invitation assume the risk of public disclosure if confidential information is included.
2. This invitation is for information purposes only and does not constitute a solicitation or Request for Proposal (RFP). This notice is not to be construed as a commitment by the the Employer to contract for services. Please be advised that the Employer will not pay for any information provided as a result of this invitation and will not recognise or reimburse any cost associated with any EoI submission.
3. This EoI does not entail any commitment on the part of ASDM, either financial or otherwise.
4. The Employer reserves the right to accept or reject any or all EoI without incurring any obligation to inform the effected applicant/s of the reasons.



5. The Employer empanelment of architectural firms does not create any obligation on the part of ASDM in terms of providing business or in any other area.

#### **7.8 Contract of Engagement:**

The successful bidder shall come into an agreement before the start of the project, based on prevailing conditions of contract of Government of Assam and as per the guidelines of The Council of Architecture, New Delhi, India as applicable for Providing Comprehensive Consultancy Services(Interior Designing Works).

**ANNEXURE I : Details of the Architectural Firm**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Remark/ Documents to be attached</b>
01	Name of Firm	
02	Registration Number with Council of Architecture (COA).	
03	Address of Head Office Telephone E-Mail Fax number (if any) Name(s) of Contact person(s)	
04	Corresponding office address (if different from the above address) Telephone Number Name(s) of contact person(s) along with mobile number and email-id	
05	Year of Establishment of the organization	
06	PAN No.	
07	GST Registration	

**ANNEXURE II : Commercial Bid**

	<b>Quoted Rate in figure (% of project cost)</b>	<b>Quoted Rate in words (% of project cost)</b>
<p style="text-align: center;"><b>Name of the Work</b></p> <p><b>Providing Comprehensive Architectural Services(Interior Designing including Electrification, HVAC, Acoustic Control, Sanitary &amp; Plumbing and other related Works) for Establishment of “North East Skill Centre Campus” located Opposite ISBT, Betkuchi, Guwahati.</b></p>		