

Cotton University

Panbazar, Guwahati-781001, Assam, India

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अप्रमत्तेन वेद्मव्यम्

**INVITATION FOR EXPRESSION OF INTEREST FOR EMPANELMENT OF ARCHTECTS
FOR COMPREHENSIVE ARCHTECTURAL DESIGN, ENGINEERING, INTERIOR DESIGN
CONSULTANCY FOR THE UPCOMING BUILDINGS IN COTTON UNIVERSITY,
GUWAHATI**

PART-A- Technical Bid

Group..... (A/B/C/D- to be filled by the bidder)

INVITATION FOR EXPRESSION OF INTEREST FOR EMPANELMENT OF ARCHTECTS FOR COMPREHENSIVE ARCHTECTURAL DESIGN, ENGINEERING, INTERIOR DESIGN CONSULTANCY FOR THE UPCOMING BUILDINGS IN COTTON UNIVERSITY, GUWAHATI

Reference no. – CU/2018/04

Date: 12/07/2018

Cotton University, Guwahati invites Expression of Interest in two-bid system from reputed, experienced and registered consulting firms/ individuals for empanelment for comprehensive architectural design, engineering, interior design consultancy for the upcoming buildings in Cotton University under the following groups:

GROUP-A	WORKS COSTING ABOVE 10.00 CRORE.
GROUP-B	WORKS COSTING ABOVE 5.00 CRORE UPTO 10.00 CRORE
GROUP-C	WORKS COSTING ABOVE 2.00 CRORE UPTO 5.00 CRORE
GROUP-D	WORKS COSTING BELOW 2.00 CRORE

1.0 Minimum qualifying Criteria-

Prospective bidders should have the following minimum qualifying criteria for participation/issue of bid document:

- i. The Director/Proprietor/Partner should be registered with the Council of Architectures, India. (should be supported by registration document of COA)
- ii. The applicant must be registered in India as required by law and should have a registered office in Guwahati, Assam having minimum 8 years of continuous operation up to the date of publication of this EOI. (should be supported by the certificate of incorporation/ registration document of the company/ firm)
- iii. Should have successfully provided consultancy for planning, designing and engineering of completed office/ institutional/ commercial project works of value not less than specified below against each group, under government, semi government, autonomous bodies during last seven years as per table below:

Sl.No	Group	Value
1	GROUP-A	One multistoried R.C.C building having G+3 floors or more of value not less than `1600.00 lakhs or two multistoried R.C.C buildings having G+3 floors or more of value not less than `1200.00 lakhs each

2	GROUP-B	One RCC building having G+2 floors or more of value not less than Rs. 800.00 lakhs or two RCC buildings having G+2 floors or more buildings of value not less than Rs. 600.00 lakhs each
3	GROUP-C	One multistoried building of value not less than Rs.400.00 lakhs or two multistoried buildings of value not less than Rs. 300.00 lakhs each
4	GROUP-D	One building Or, Repair & Renovation/ Interior Decoration work of building of value not less than Rs.160.00 lakhs or two buildings Or, Repair & Renovation/ Interior Decoration works of building of value not less than Rs. 120.00 lakhs each

- iv. Minimum average annual turnover of the applicant during last three financial years shall be as follows-

Sl.No	Group	Minimum average annual turnover
1	GROUP-A	50 lakhs
2	GROUP-B	25 lakhs
3	GROUP-C	15 lakhs
4	GROUP-D	10 lakhs

The bidders shall submit audited balance sheet along with their technical bid for last three years along with the technical bid in support of the minimum turnover value.

- v. The qualifying works must be in India only. Past experience in similar nature of works shall be supported by certificates issued by an officer not below the rank of Executive Engineer or equivalent and copies of work order/agreement/completion certificate etc. Any application without these supporting documents shall be considered as incomplete and is liable for rejection
- vi. The qualifying criteria mentioned above are the minimum criteria to be fulfilled by the bidders for consideration of their bid. The bid not fulfilling any of the above criteria shall be rejected and shall not be considered for the marking process. Mere fulfillment of the above qualifying criteria shall not guarantee empanelment of the firm. The firms will be empanelled in each group in order of ranks against the quoted rates amongst the bids qualified on the basis of marks obtained in the evaluation.

2.0. Bid processing fee :

The application for each group shall be accompanied by a bid processing fee of Rs 5000.00 (Rs five thousand only) in the form of DD/ Pay order, payable in favour of Cotton University and payable at Guwahati. The bid processing fee is

non refundable. Application not accompanied with the bid processing fee will be rejected. The bid processing fee shall be submitted along with the Technical Bid.

3.0. Important dates and other important information about the EOI:

Last date and time of submission of the EOI	25 th July' 2018, 2.30 PM,
Date and time of opening of the Technical Bid	25 th July' 2018, 3.30 PM
Validity of the offer	90 days from the last date of submission

3.1. The EOI document may be downloaded from the University's website www.cottonuniversity.ac.in. The EOI documents are common for all the groups. The applicant shall submit the document for a particular group by writing on the cover page (of both the Technical Bid & the Price Bid), the group he is applying for. The applicant intending to participate in more than one group shall have to submit separate applications.

3.2. The EOI, duly filled up and along with all documents/ submittal as detailed in this document and as per instructions contained in this document, shall be submitted in the following address within the stipulated date and time-

**The Registrar
Cotton University
Panbazar, Guwahati-781001.**

3.2. All the pages of the bids shall be signed along with seal.

4.0. Instruction regarding submission of bids:

4.1. Bids for each group shall be submitted in two parts-

Part-A (TECHNICAL BID): This part shall contain

- i. Bid processing fee.
- ii. Well organized bidding documents.
- iii. Attested/Notarized copies of all qualifying documents the bidder wishes to present before the evaluation committee in support of their qualifications/ experiences/ other relevant credentials
- iv. Certificates issued by clients.
- v. Organizational details with qualifications and experience.
- vi. A short write up explaining why the job should be given to you. Your approach towards the work
- vii. GST & PAN
- viii. Audited balance sheet for past three years
- viii. Duly filled in **form-A to form-H** as instructed in each form and
- ix. Any other information you wish to submit.

If required, the University may verify the authenticity of documents submitted. If any of the documents submitted, is found to be false, the party shall be out rightly rejected. The Evaluation Committee reserves the right to ask for any clarification on any document during the evaluation of the technical bids. In

case it is found that any important document is not submitted along with the technical bid, non submission of which might lead to rejection of the bid, the Evaluation Committee reserves the right either to outrightly reject the bid for such non submission, or to give an opportunity to the bidder for submission of such document before rejection, absolutely at its discretion.

Part-B (PRICE BID): This part shall contain only the price part. Any other papers other than the price shall be considered null and void. Price quoted shall be exclusive of GST. Price shall be quoted in **percentage** of the value of work as per execution both in figures and in words for the original block only.

4.2. Instruction of inserting documents in envelopes and instructions for super scribing :

- i. Part-A of the bid shall be neatly packed and sealed in an envelope super scribing in block letters as follows-

(NAME OF THE BIDDER)

PART A- TECHNICAL BID

EXPRESSION OF INTEREST FOR EMPANELMENT OF FIRMS FOR
COMPREHENSIVE ARCHTECTURAL DESIGN, ENGINEERING, INTERIOR
DESIGN CONSULTANCY FOR THE UPCOMING BUILDINGS IN COTTON
UNIVERSITY, GUWAHATI

GROUP: ---- (to be filled by the bidder)

(Seal of the bidder)

- ii. Part-B of the bid shall be neatly packed and sealed in an envelope super scribing in block letters as follows-

(NAME OF THE BIDDER)

PART B- PRICE BID

EXPRESSION OF INTEREST FOR EMPANELMENT OF FIRMS FOR
COMPREHENSIVE ARCHTECTURAL DESIGN, ENGINEERING,
INTERIOR DESIGN CONSULTANCY FOR THE UPCOMING BUILDINGS
IN COTTON UNIVERSITY, GUWAHATI

GROUP: ---- (to be filled by the bidder)

(Seal of the bidder)

- iii. The two envelopes containing Part A & Part B shall be neatly inserted in another envelope super scribing in block letters as follows-

(NAME OF THE BIDDER)

EXPRESSION OF INTEREST FOR EMPANELMENT OF FIRMS FOR
COMPREHENSIVE ARCHTECTURAL DESIGN, ENGINEERING,
INTERIOR DESIGN CONSULTANCY FOR THE UPCOMING BUILDINGS
IN COTTON UNIVERSITY, GUWAHATI

GROUP: ---- (to be filled by the bidder)

(Seal of the bidder)

Addressed to

The Registrar
Cotton University
Panbazar, Guwahati-781001.

- iv. The University reserves the right to reject the bid in case the instructions stated above are found to be violated in submission of any bid.

5.0. Joint Venture :

No joint venture of Architectural firms shall be allowed and applicants should meet the minimum qualifying criteria by themselves.

OTHER TERMS AND CONDITIONS

6.0. Submission of application for empanelment for more than one group:

6.1. The bidders may apply for more than one Group. Application for each group shall be considered separately and the bidders applying for more than one group shall have to submit separate application for each group along with all relevant documents including Bid Processing Fee. **However, the University reserves the right to empanel the applicant for either one group only or more than one group or all groups, at its discretion. So prospective bidders who apply for more than one group, are requested to give their choice of groups against which applications have been submitted, in order of their preference for which they like to be empanelled.**

6.2. The Bid Document- both Technical Bid and Price Bid are common for all the four groups. **Therefore, the bidders shall write in bold, the group for which the concerned bid is submitted, on the cover page of both the Technical Bid and Price Bid.**

7.0. Number of Consultants/ Architects to be empanelled in each group:

The University shall empanel limited number consultants in each group in order of ranks against the quoted rates amongst the bids qualified on the basis of

marks obtained in the evaluation. Number of firms to be empanelled against each group shall be under the absolute discretion of the University. Therefore, mere qualification in the technical bid, shall not guarantee empanelment.

8.0. Allotment of work:

- i. Depending upon the requirement, the University may invite any of the consultant/ architect for a particular work from the empanelled list of the concerned group on the basis of the type of work and specialization in the particular field of project
- ii. The University may also float design competition between the empanelled consultants/ architects for a particular work in the concerned group. The work shall be allotted to the architect/ consultant whose proposal/ design is adjudged best among the participants in the competition by a committee constituted by the University for that purpose.
- iii.. In case, the period of empanelment is expired or cancelled, any work awarded during the currency of the empanelment will not be affected and such work shall continue till completion, as per the terms of the award.
- v. The University reserves the right to allot the work during the currency of the empanelment, to any of the empanelled consultant/ architect for a particular group, after giving due consideration to the suitability and competence of the consultants/ architects to handle the job, with due regard to the specialization of experience/ expertise from the records submitted by them and on the basis of their proven track record, which shall be reviewed by the University, as found necessary, from time to time.

9.0. Period of Empanelment:

- i. The empanelment of the Consultants/ Architects will be for a period of 3 (three) years from the date of empanelment. However the University reserves the right to cancel the empanelment of any or all the consultant(s) and invite fresh proposals for empanelment at any time.
- ii. The University reserves the right to extend the period of empanelment of consultants/ architects for further period depending on the requirement and the performance of the consultants/ architects. The decision of the University in this regard would be final.
- iii.. In case, the period of empanelment is expired or cancelled, any work awarded during the currency of the empanelment will not be affected and such work shall continue till completion, as per the terms of the award.

10.0. Termination of empanelment :

If in the view of the University, the performance of a consultant is not satisfactory, or if in its view, the consultant has failed to safeguard the interest of the University, the University may, at its sole discretion, terminate the engagement of the consultant/ architect, for a particular project/ work as well as terminate the consultant/ architect from the empanelment by giving a written notice by not less than 30 days. The decision of the University in this matter shall be final and binding.

11 .0. Professional fee payable to the Consultants/ Architects:

- i. The lowest rate (in percentage of the executed value of the work) obtained amongst the technically qualified consultants for a particular group and if required, by subsequent negotiation, will be the rate for all successful consultants/ architects for a particular group.
- ii. If any of the work executed under the consultancy of a consultant/ architect is repeated without any change in structural/ foundation design, a fee at 35% of the rate (in percentage) at which payment was made for the original work, shall be paid to the consultant/ architect for the repeated work. For example, if the fee for the original work is 2.0%, the corresponding fee for the repeated work shall be 35% of 2%, i.e. 0.7%.
- iii. If any of the work executed under the consultancy of a consultant/ architect is repeated with change in structural/ foundation design, a fee at 50% of the rate (in percentage) at which payment was made for the original work, shall be paid to the consultant/ architect for the repeated work. For example, if the fee for the original work is 2.0%, the corresponding fee for the repeated work shall be 50% of 2%, i.e. 1.0%.
- iii. The fee shall be exclusive of GST. The GST or any other tax applicable shall be paid by the University extra against claim made through bills.

12.0. Evaluation of the bids:

12.1. Evaluation of the Technical bids (Part-A)

In the first stage, the Technical Bids shall be screened for fulfillment of the minimum qualifying criteria specified in para-1 and submission of bid processing fee as stipulated in para-2.

The bids which are found to be qualified under this preliminary screening as mentioned above shall be evaluated by allotting marks against different criteria. Marks shall be awarded out of total of 100 marks as follows based on the documents provided in this part. It is, therefore, very important for all the bidders to fill the **Form-A to Form-H** strictly as instructed. The applicants shall carefully examine the criteria

specified below for marking and also the marks allotted against each criteria for each group to understand the documents/ information to be submitted with the Technical Bid. All documents relevant to the criteria specified for marking against each group shall be enclosed along with the application for the concerned group.

FOR GROUP-A WORKS:

Sl. No.	Criteria	Maximum Marks
1	Past Experience of the firm	55 marks
a	Number of years in Practice.	10 marks
i	Minimum of 8 years of experience in the field of consultancy services shall carry 6 marks	6 marks
ii	Each additional year shall carry 1 marks	4 marks
b	Past Experience of providing services for building works during the last seven years	35 marks
i	Each RCC building of above G +3 level and value not less than Rs.1600.00 lakhs under government, semi government, Autonomous bodies shall carry 10 marks.	
ii	Each RCC building of G +3 level and value not less than Rs.1600.00 lakhs under government, semi government, Autonomous bodies shall carry 8 marks	
iii	Each RCC building of G +3 level and value not less than Rs.1200.00 lakhs (not covered under b(ii) above) under government, semi government, Autonomous bodies shall carry 5 marks	
c	Past Experience of providing services of buildings of similar nature during the last seven years	10 marks
i	Each RCC building having G+2 floors of value not less than 800 lakhs under government, semi government, Autonomous bodies shall carry 5 marks.	
2	Experience of Key Personnel	30 marks
a	Qualifications	16 marks
i	Principal architect, B. Arch – 4 marks, M. Arch- 8 marks	8 marks
ii	Principal Designer, M. Tech in structure – 8 marks	8 marks
b	Relevant Experience	14mark
i	Experience in consultancy services of the Principal Architect in designing and planning and experience of designing at least one multistoried RCC building having G+3 floors or more shall carry 5 marks and each additional building shall carry 1 mark.	7 marks
ii	Experience in design consultancy service of the principal structural designer and experience of designing at least one multistoried RCC building having G+3 floors or more shall carry 5 marks and each additional building shall carry 1 mark.	7 marks
3.	Experience in planning of Green Buildings(GRIHA/ IGBC/ LEED certified) or ECBC certified building.(Experience in this	15 marks

	category in private sector shall also be considered)	
i	Each completed building having any of the above certification shall carry 15 marks	
ii	Each ongoing building under the process of any of the above certification shall carry 10 marks	
	Total marks (1+2+3) =	100

FOR GROUP-B WORKS:

Sl. No.	Criteria	Maximum Marks
1	Past Experience of the firm	55 marks
a	Number of years in Practice.	10 marks
i	Minimum of 8 years of experience in the field of consultancy services shall carry 6 marks	6 marks
ii	Each additional year shall carry 1 marks	4 marks
b	Past Experience of providing services for building works during the last seven years	35 marks
i	Each RCC building of above G +2 level and value not less than Rs.800.00 lakhs under government, semi government, Autonomous bodies shall carry 10 marks.	
i	Each RCC building of G +2 level and value not less than Rs.800.00 lakhs under government, semi government, Autonomous bodies shall carry 8 marks	
ii	Each RCC building of G +2 level and value not less than Rs.600.00 lakhs (not covered under b(ii) above) under government, semi government, Autonomous bodies shall carry 5 marks	
c	Past Experience of providing services of buildings of similar nature during the last seven years	10 marks
i	Each RCC multistoried building of value not less than 400 lakhs (not covered under b(i), b(ii) & b(iii) above) under government, semi government, Autonomous bodies shall carry 5 marks.	
2	Experience of Key Personnel	30 marks
a	Qualifications	16 marks
i	Principal architect, B. Arch – 4 marks, M. Arch- 8 marks	8 marks
ii	Principal Designer, M. Tech in structure – 8 marks	8 marks
b	Relevant Experience	14marks
i	Experience in consultancy services of the Principal Architect in designing and planning and experience of designing at least one multistoried RCC building having G+2 floors or more shall carry 5 marks and each additional building shall carry 1 mark.	7 marks
ii	Experience in design consultancy service of the principal	7 marks

	structural designer and experience of designing at least one multistoried RCC building having G+2 floors or more shall carry 5 marks and each additional building shall carry 1 mark.	
3.	Experience in planning of Green Buildings(GRIHA/ IGBC/ LEED certified) or ECBC certified building. (Experience in this category in private sector shall also be considered)	15 marks
i	Each completed building having any of the above certification shall carry 15 marks	
ii	Each ongoing building under the process of any of the above certification shall carry 10 marks	
	Total marks (1+2+3) =	100

(1) FOR GROUP-C WORKS:

Sl. No.	Criteria	Maximum Mark
1	Past Experience of the firm	55 marks
a	Number of years in Practice.	10 marks
i	Minimum of 8 years of experience in the field of consultancy services shall carry 6 marks	6 marks
ii	Each additional year shall carry 1 marks	4 marks
b	Past Experience of providing services for building works during the last seven years	45 marks
i	Each RCC multistoried building having value above Rs.500.00 lakhs under government, semi government, Autonomous bodies shall carry 10 marks.	
ii	Each RCC multistoried building having value not less than Rs.400.00 lakhs (not covered under b(i) above) under government, semi government, Autonomous bodies shall carry 10 marks.	
iii	Each RCC multistoried building having value not less than Rs 300.00 lakhs (not covered under b(i) & b(ii) above) under government, semi government, Autonomous bodies shall carry 5 marks.	
2	Experience of Key Personnel	30 marks
a	Qualifications	16 marks
i	Principal architect, B. Arch – 4 marks, M. Arch- 8 marks	8 marks
ii	Principal Designer, M. Tech in structure – 8 marks	8 marks
b	Relevant Experience	14marks
i	Experience in consultancy services of the Principal Architect in designing and planning and experience of designing at least one multistoried RCC building shall carry 5 marks and each	7 marks

	additional building shall carry 1 mark.	
ii	Experience in design consultancy service of the principal structural designer and experience of designing at least one multistoried RCC building shall carry 5 marks and each additional building shall carry 1 mark.	7 marks
3.	Experience in planning of Green Buildings(GRIHA/ IGBC/ LEED certified) or ECBC certified building. (Experience in this category in private sector shall also be considered)	15 marks
i	Each completed building having any of the above certification shall carry 15 marks	
ii	Each ongoing building under the process of any of the above certification shall carry 10 marks	
	Total marks (1+2+3) =	100

FOR GROUP-D WORKS:

Sl. No.	Criteria	Maximum Marks
1	Past Experience of the firm	55 marks
a	Number of years in Practice.	10 marks
i	Minimum of 8 years of experience in the field of consultancy services shall carry 6 marks	6 marks
ii	Each additional year shall carry 1 marks	4 marks
b	Past Experience of providing services for building works during the last seven years	45 marks
i	Each building Or, Repair & Renovation/ Interior Decoration work of building of value not less than Rs.160.00 lakhs under government, semi government, Autonomous bodies shall carry 10 marks.	35 marks
ii	Each building Or, Repair & Renovation/ Interior Decoration work of building of value not less than Rs.120.00 lakhs (not covered under b(i) above) under government, semi government, Autonomous bodies shall carry 8 marks.	
iii	Each Interior Decoration work of building of value not less than Rs.80.00 lakhs (not covered under b(i) & b(ii) above) under government, semi government, Autonomous bodies shall carry 5 marks.	10 marks
2	Experience of Key Personnel	45 marks
a	Qualifications	20 marks
i	Principal architect, B. Arch – 5 marks, M. Arch- 10 marks	10 marks
ii	Principal Designer, M. Tech in structure – 10 marks	10 marks
b	Relevant Experience	25marks
i	Experience in consultancy services of the Principal Architect in designing and planning and experience of designing at least one building shall carry 6 marks and each additional	8 marks

	building shall carry 1 mark.	
ii	Experience in consultancy services of the Principal Architect or any architect/ interior decorator under him of Interior Decoration work of building. Each such work shall carry 6 marks and each additional work shall carry 1 mark	9 marks
iii	Experience in design consultancy service of the principal structural designer and experience of designing at least one multistoried RCC building shall carry 6 marks and each additional building shall carry 1 mark.	8 marks
	Total marks (1+2+) =	100

12.2. Bidders shall obtain minimum 60% marks to become eligible for opening of the Price Bid. The bidders obtaining less than 60% marks will be disqualified for opening of the price bid. Price bids of only those bidders who secure 60% or above marks shall be qualified for opening of the Price Bid.

12.3. However, mere qualification for opening of the Price Bid shall not guarantee any bidder for empanelment in any particular group. The University shall empanel limited number consultants in each group in order of ranks against the quoted rates amongst the bids qualified on the basis of marks obtained in the evaluation. Number of firms to be empanelled against each group shall be under the absolute discretion of the University and the decision taken by the University in this regard shall be final and binding.

12.4. The bidders shall quote their rate for the original block only in percentage of executed value for the work under Group-A, B and C.

12.5. If the bidders feel that some information/ document are necessary or essential for awarding marks under the criteria given above, but the same have not been covered in the forms enclosed with this document, such documents/ information may be submitted in addition to those covered under the forms, as extra or in separate table, as deemed fit by them. The University may also ask for any such document during technical evaluation of the EOIs. The bidders/ applicants shall forfeit the right to claim any remedy in case their applications fail to qualify for empanelment for non submission of any such information/ document.

12.6. The acceptance of the bid will rest with the authority of the University and it does not bind itself to accept the lowest bidder and reserves in itself the right to reject any or all the bids received without assigning any reason thereof.

GENERAL TERMS AND CONDITIONS OF SERVICE

13.0 Scope of work:

Scope of work under this service may include items from the list below, subject to requirement of the project and subject to incorporation under the specific award from the University :

- 13.1 Taking instructions from the University and preparation of at least three conceptual designs for approval of the work allotted.
- 13.2. Preparation of PPR or DPR on specific work as per instruction of the University, if required.
- 13.3 Undertaking site visits to collect detail information required for planning, Site evaluation and analysis of impact on the immediate existing environments.
- 13.4 Designing the connectivity to the existing services and site development including landscaping and incorporation of the plan in muster plan of the University.
- 13.5 Structural design shall be done with the latest method of structural analysis and detailed procedure of analysis and design shall be got approved from the Institute.
- 13.6 Design of Sanitary, plumbing, drainage, water supply and sewerage design etc.
- 13.7 Design of electrical, electronic, communication systems etc.
- 13.8 Elevators, etc.
- 13.9 Fire detection, Fire protection and Security systems etc.
- 13.10 HVAC works.
- 13.11 Periodic inspection and evaluation of Construction works.
- 13.12 Furniture layout etc.
- 13.13 Graphic Design and Signage

14.0. SCHEDULE OF SERVICES:

The Consultant shall, after taking instructions from the Institute, render the following services:

- 14.1 Ascertain the University's requirements, examine site constraints & potential; and prepare a design brief for approval. Prepare PPR/ DPR, if so instructed by the University.

- 14.2 Prepare report on site evaluation, state of existing buildings, if any; and analysis and impact of existing and/ or proposed development on its immediate environments.
- 14.3 Prepare drawings and documents to enable the University to get done the detailed survey and soil investigation at the site of the project.
- 14.4 Furnish report on measures required to be taken to mitigate the adverse impact, if any, of the existing and / or proposed development on its immediate environments.
- 14.5 Prepare conceptual designs with reference to requirements given and prepare rough estimate of cost on area basis for approval of the Institute.
- 14.6 Modify the conceptual designs incorporating required changes suggested by the Institute and prepare the preliminary drawings, sketches, study model, etc., for the Institute's approval along with preliminary estimate of cost on area basis.
- 14.7 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.
- 14.8 Prepare working drawings, specifications and schedule of quantities sufficient to prepare estimate of cost and tender documents including code of practice covering aspects like mode of measurement, method of payments, quality control procedures on materials & works and other conditions of contract.
- 14.9 Prepare and issue working drawings marked "GOOD FOR CONSTRUCTION" and details for proper execution of works during construction.
- 14.10 Check and approve shop drawings submitted by the contractor/ vendors.
- 14.11 Visit the site of work, at intervals mutually agreed upon, to inspect and evaluate the Construction 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.
- 14.12 Prepare and submit completion reports and as built drawings including services and structures for the project.

15.0 Stage-wise submission of drawings & details:

15.1 Site plan

The proposed site layout plan indicating the location of the buildings, inter modal transport facilities, surface parking, approach facilities, landscaping area, roads etc. in 2(two) sets for approval of the University.

15.2 Conceptual design

Based on the requirements furnished by the Cotton University, the consultant shall submit at least three alternative conceptual designs with necessary plans, sections, elevations, perspective views with their merits and demerits and preliminary estimate based on plinth area rate in 2 (two)sets for approval by the University.

15.3 Modified conceptual design

Modified conceptual designs after incorporating the changes, alterations, additions, modifications suggested by the Institute shall be submitted in 6 (six) sets along with modified preliminary estimate for approval of the University.

15.4 Tender drawings and documents

On getting approval of the conceptual designs, the consultant shall submit the detailed estimate for the civil and electrical works/ HVAC/ Fire Safety etc, tender drawings and other relevant details required by the University, to facilitate for inviting tenders for works on priority basis in 12 (twelve) sets.

15.5 Statutory drawings

Taking into account the modifications suggested by the University on the conceptual drawings, the consultant shall submit necessary drawings in 4 (four) sets at 1:100 scale or any other scale as per the requirement of the statutory bodies showing details (i.e. Plan, section, elevation and site plan etc.) required for submission to statutory authorities.

15.6 Working drawings & Structural design

Working drawings shall be submitted in 1:100, 1:50, 1:25 or any other large scale as required. The working drawings shall contain all the details required for the construction. Any suggestions/ changes proposed by Cotton University during construction shall be incorporated in the drawings free of cost. In addition to structural, architectural drawings all other working drawings shall be submitted in six copies and in soft copy. All the working drawings shall be marked "**GOOD FOR CONSTRUCTION**".

16.0 TIME SCHEDULE OF DELIVERY:

On acceptance of work order, the consultant shall submit the deliverables as per the following schedule:

16.1 Site plan & Conceptual designs along with plinth area estimate shall be submitted within 20 (twenty) days from the date of issue of contour map of the proposed area and detailed requirements of the buildings by the University.

16.2 Modified conceptual design shall be submitted within 10(ten) days from the date of issue of suggestion/ alterations if any, from the University on the conceptual drawing. PPR/ DPR, if required, shall also be submitted.

16.3 The detailed drawings, estimate and specifications for preparation of tender documents shall be submitted within 15 (fifteen) days from the date of issue of approval of modified conceptual designs.

16.4 Detailed working drawings marked "GOOD FOR CONSTRUCTION" prepared based on structural design shall be submitted within 30(thirty) days from the date of submission of the detailed drawings, estimate and specifications at sl.no.5.3 above.

17.0 PAYMENT SCHEDULE :

Sl. No.	Stages of Work	Fees payable
17.1	On approval of the conceptual designs and drawings with detailed specifications with preliminary estimated cost on the basis plinth area rate.(6 sets) / Preparation of PPR/ DPR	10%
17.2	Submission of presentation drawings necessary for statutory bodies if required/ Institute records etc. (6 sets)	5%
17.3	Submission of detailed tender drawings (Architectural as well as Structural), schedule of item with quantities and detailed specifications to prepare tender document by the University (in 12 sets).	15%
17.4	Submission of “ Good for Construction ” drawings in standard size in 6 sets in soft copy	40%
17.5	Submission of detailed drawings of services with specifications (in 6 sets).	15%
17.6	On acceptance of all documents by the University and submission of as built drawing (in 4 sets).	15%
	Total (Consultancy Fees)	100%

Note:

- a. Fees payable shown above are based on the total consultancy fees
- b. All payment shall be calculated based on actual value of execution.
- c. . Initially the payment against item no.17.1 to 17.4 will be made on estimated value and the same will be adjusted in subsequent bills based on executed value for item no.17.5 to 17.6 will be made based on the actual value of execution.
- d. Payment will be released on pro-rata basis.
- e. All taxes applicable to the service shall be deducted as per the relevant rules of the state/central government.
- f. Performance guarantee @ 5% of each gross running bill shall be deducted and retained in the University till satisfactory completion of the services.

18. EXECUTION OF ASSIGNMENT:

- 18.1 The “Consultant” or his authorized representative shall be available to explain and interpret the drawings and specifications, sort out minor difficulties /details at site and also ensure smooth execution of the work according to the design. He will also attend meetings as and when required and give periodic visit to the site of work as and when necessary.
- 18.2 All the stages of work shall be completed by the “Consultant” and the necessary approval given by the University according to the time schedule mutually agreed upon. If consultant fails to complete any stage of work in time due to no fault of the University, penalty will be imposed @1% per week on value of consultancy fees for that particular stage of work subject to maximum 10% the consultancy fees of that stage.
- 18.3. Any extra payment made to executing agency due to delay in submission of drawings will be recovered from Architect.
- 18.4. In the event of “Architect” fails to perform their assignment, the University shall have the power to engage another consultant/firm to complete the work at the risk and cost of the consultant.
- 18.5. The “Architect” shall prepare drawings, designs, outline specifications and preliminary estimate of costs based on APWD plinth area rates with current costs index for Guwahati and premium for escalation per year of construction period as specified by APWD. In the absence of rates in the aforesaid schedule, the same shall be arrived at by actual analysis. The Consultant shall also prepare schedule of item with quantities and detailed technical specifications and detailed estimate based on APWD schedule.
- 18.6. The “Architect” shall assume full responsibility for the design and specifications for items defined in the scope of work. “The University” will have full access to the details of the calculation and the structural designs for purpose of scrutiny for satisfying themselves as to their correctness.
- 18.7. The “Architect” shall not make any major deviation, alternation or omission from the approved drawings.
- 18.8. The “Architect” shall exercise all reasonable skill, care and diligence in the discharge of the duties and shall exercise such general superintendence and inspection in regard to such work as may be necessary to ensure that works are being executed in accordance with their drawings.
- 18.9. The “Architect” shall make necessary revisions as may be required by the Institute in the drawings and other documents submitted by him at the draft stage. Any subsequent revisions required to be made by “the University” in drawings and documents once approved shall be made by the consultant without any additional payment.

9.0 ARBITRATION:

- i) All differences and disputes arising between the University and the Consultant on any matter connected with the agreement or in regard to the interpretation of the content except consultancy fees for the work thereof shall be referred to the Council of Architecture, New Delhi, for final decision.
- ii) All legal disputes if any will be subjected to the courts under the jurisdiction of the Gauhati High Court

ANNEXURE - I

Acknowledgement of downloading of EXPRESSION OF INTEREST.

To,

The Registrar
Cotton University
Panbazar, Guwahati-781001.
Email: registrar@ccsu.ac.in

Sub: Empanelment of Architects for the upcoming works at **Cotton University**

Dear Sir,

We acknowledge downloading of the bid document for **EXPRESSION OF INTEREST** (EOI) for empanelment of Architects for the upcoming works of Cotton University. We also understand that the documents thus received remain the property of Cotton University. We indicate our particulars as below:

Group intended to participate:

Company's name :

Postal address :

Telephone no. :

Fax no. :

Contact person :

E-Mail :

Signature

Name

FORM-A

1	Name of Applicant/Company:	
2	Address for correspondence	
3	Contact Person: Telephone Nos: Fax Nos: Mobile: Email:	
4	Type of Organization:	
	Individual/ proprietary/partnership/ Limited Company/ Any other (Attach document)	
5	Place and Year of Incorporation	
6	Details of Registration / Membership with the council of Architects or Institute of Engineers or such other Institute. (Attach copy)	
7	Name of Directors / Partners in the Organization and their status along with their qualifications.	
8	Name(s) of the persons along with their qualifications and designations, who is/are authorized to deal with the Institute (Attach copy of power of Attorney)	
9	Organization Chart of Key Personnel	
10	Details of Awards/Appreciations supported with document to be Submitted.	
11	Any other Information	

[SIGNATURE OF APPLICANT]

FORM – B

**Organization setup of the company
(Details to be furnished in the following format)**

Sl. No	Name	Designation	Qualification	Professional Experience and details of work carried out	Registration No. with validity	Years with firm	Remarks

Note:

1. Certificates of qualification are required to be attached.

[SIGNATURE OF APPLICANT]

FORM – C

Details of Specialist Associate Consultants working on regular Basis with firm:

Sl. No	Specialization	Name of Associate	Works
1.	HVAC Services		
2.	Fire Fighting		
3.	Landscaping		
4.	Green Building Consultant		
5.	Electrical Services		
6.	Structure Services		
7.	Interior Decoration		
8.	Other Relevant Information		

[SIGNATURE OF APPLICANT]

FORM-D

Details of infrastructure of the firm:

Sl. No	Criteria	Details
1.	Office Space (in Sqm)	
2.	Computers, Plotters etc	
3.	Software	

[SIGNATURE OF APPLICANT]

FORM – E
Details of Consultancy works completed during the last 7 years
FOR GROUP- -- (shall write A/B/C/D, as applicable)

Sl No	Name of work	Type of work	Value of Construction (Rs. In lakhs)	Date of Start & completion	Name & Address of the client	Remarks

1. Against “Type of works”, Original building (indicating number of floors- like G+1/2/3/4/5 etc.) Or, Repair & Renovation, Or, Interior Decoration shall be written.
2. Above table may be extended or modified as per the number of works or information required to be furnished for the works.
3. If the building is Green Building, same shall be indicated under “Type of works”. Also same may be indicated in the Remark column with the certifying agencies like GRIHA, IGBC, ECBC etc.
4. The experience data in the table shall be filled up after careful examination of the marking criteria for the concerned group.
5. The following documentary evidences must be submitted for each of the work otherwise the work shall not be considered:
 - i. Copy of Work order/agreement
 - ii. Completion Certificate issued by the client
 - iii. Certification for green buildings etc.
 - iv. Any other relevant document.

[SIGNATURE OF APPLICANT]

FORM – F
Details of Consultancy works of ongoing Green Building works
FOR GROUP- -- (shall write A/B/C/D, as applicable)

Sl No	Name of work	Type of work	Value of Construction (Rs. In lakhs)	Date of Start & completion	Name & Address of the client	Remarks

1. Against “Type of works”, Original building (indicating number of floors- like G+1/2/3/4/5 etc.) shall be written.
3. The name of the certifying agencies like GRIHA, IGBC, ECBC etc. shall be mentioned in the “Remark” column
4. The experience data in the table shall be filled up after careful examination of the marking criteria for the concerned group.
5. The following documentary evidences must be submitted for each of the work otherwise the work shall not be considered:
 - i. Copy of Work order/agreement
 - ii. Certification/ processing/ registration documents for green buildings
 - iii. Any other relevant document.

[SIGNATURE OF APPLICANT]

FORM – G
Preference for empanelment
(Applicable, in case EOI has been submitted for more than one group)

1	Groups against which the applicant has submitted applications for empanelment under this advertisement for EOI	
2	In case of qualification in more than one group, preference for empanelment	
	1 st preference	
	2 nd preference	
	3 rd preference	
	4 th preference	

[SIGNATURE OF APPLICANT]

FORM-H

AFFIDAVIT

(TO BE SUBMITTED ON NON-JUDICIAL STAMP PAPER OF MINIMUM RS.10/- DULY CERTIFIED BY NOTARY PUBLIC)

Affidavit of Mr..... S/o.....
R/o.....

I, the deponent above named do hereby solemnly affirm and declare as under:

1. That I am the Proprietor/ Director/partner/Authorized signatory of M/s..... having Its Head Office/ Regd. Office at.....

2. That the information / documents / Experience certificates submitted by M/s..... along with this EXPRESSION OF INTEREST FOR EMPANELMENT OF ARCHTECTS FOR COMPREHENSIVE ARCHTECTURAL DESIGN, ENGINEERING, INTERIOR DESIGN CONSULTANCY FOR THE UPCOMING BUILDINGS IN COTTON UNIVERSITY, GUWAHATI are genuine and true and nothing has been concealed.

3. I shall have no objection in case Cotton University verifies them from the issuing Authority. I shall also have no objection in providing the original copies of the document(s), in case the University demands so for verification.

4.I hereby confirm that in case, any document/information &/Or certificate submitted by me is/are found to be incorrect/false/fabricated, Cotton University at its discretion may disqualify / reject my(our) application from pre-qualification out rightly and also debar me / M/s.....from participating in any future tenders/ PQ of the Institute.

DEPONENT

I,, the Proprietor/Director/Partner/ Authorized signatory of

M/s....., do hereby confirm that the contents of the above Affidavit is true to my knowledge and nothing has been concealed there from and that no part of it is false.

Verified at this..... day of

DEPONENT

Cotton University

Panbazar, Guwahati-781001, Assam, India

www.cottonuniversity.ac.in

Phone: 0361-2733530: Fax: 0361-2733502



अप्रमत्तेन वेद्व्यम्

**INVITATION FOR EXPRESSION OF INTEREST FOR EMPANELMENT OF ARCHTECTS
FOR COMPREHENSIVE ARCHTECTURAL DESIGN, ENGINEERING, INTERIOR DESIGN
CONSULTANCY FOR THE UPCOMING BUILDINGS IN COTTON UNIVERSITY,
GUWAHATI**

PART-B- Price Bid

Group..... (A/B/C/D- to be filled by the bidder)

Price Bid

INVITATION FOR EXPRESSION OF INTEREST FOR EMPANELMENT OF ARCHITECTS FOR COMPREHENSIVE ARCHITECTURAL DESIGN, ENGINEERING, INTERIOR DESIGN CONSULTANCY FOR THE UPCOMING BUILDINGS IN COTTON UNIVERSITY, GUWAHATI

Group----- (A/B/C/D- to be filled by the bidder)

	In figures	In words
<i>Quoted Rate in Percentage of executed value of work</i>		

Note: Rate quoted shall be exclusive of GST

Date:

Signature

Place:

Seal