

**Bridge, Ropeway, Tunnel & Other Infrastructure Development Corporation of
Uttarakhand Ltd.
(BRIDCUL)**

**RFP DOCUMENT
FOR APPOINTMENT OF
ARCHITECTURAL & DESIGN CONSULTANCY FIRMS
FOR**

**PROVIDING CONSULTANCY SERVICES FOR RENOVATION OF ANNASHAKTI
ASHRAM AT KAUSANI, DISTRICT BAGESHWAR**



NOVEMBER-2018

**Bridge, Ropeway, Tunnel & Other Infrastructure Development Corporation of
Uttarakhand Ltd.
(BRIDCUL)**

(A GOVT. OF UTTARAKHAND UNDERTAKING)

Earlier-Uttarakhand State Infrastructure Development Corporation Ltd

Address:-

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1. NOTICE INVITING PROPOSAL

1.1 BRIDCUL invites proposals from Consultants having experience in any government organisation for providing Consultancy services for the following works:-

REF No. 1439/BRIDCUL/313 /2018 Dated:- 27-11-2018

Name of Work: Providing Consultancy Services For Renovation Of Anashakti Ashram At Kausani, District Bageshwar

(a) Particulars

1.	Location	Kausani, District Bageshwar Uttarakhand.
2.	Tentative cost of the project	Rs. 268.19 Lacs
3.	Cost of Document	Rs. 5000.00 + GST 18% (non-refundable and non-adjustable).
4.	Earnest Money deposit(Bid Security)	Rs. 12100.00 in form of Demand Draft
5.	Performance Guarantee	in form of Bank Guarantee/ DD issued from any Scheduled/ Nationalized bank
6.	Date of issue of RFP document	11/12/2018
7.	Site Visit	17/12/2018 at 1500 Hrs Contract Person:- 1. Rohit Nariyal (Resident Engineer.) Mobile No. 8193095768 2. Pankaj Mehta (Jr. Engineer) Mobile No. 8193095779
8.	Date, Time and Venue of Pre-bid meeting	18/12/2018 at 1500 hrs BRIDCUL Rautela Colony, Choti Mukhani, P.O. Badi Mukhani, Haldwani, District- Nainital
9.	Closing date & time of receipt of Document & Venue	26/12/ 2018 at 1500 hrs BRIDCUL Rautela Colony, Choti Mukhani, P.O. Badi Mukhani, Haldwani, District- Nainital
10.	Date & time of opening of Bidding Document	26/12/ 2018 at 1530 hrs
11.	Date & time of Pre technical presentation of Successful bidders	To be intimated later.

1.2 Issue of RFP Document

1.2.1 This RFP document is issued to Architectural and Design Consultancy Firms having experience in any government organisation for providing Consultancy services uploaded on our website www.BRIDCUL.com. A payment of non refundable document fee Rs.5000.00+18% GST through cash/DD issued from any Scheduled/ Nationalized bank favoring "PM, BRIDCUL, Haldwani" payable at Haldwani shall be submitted by the bidder.

Project Manager

2. DECLARATION BY BIDDER

I/We have read and examined the bid document, terms and Conditions of bid and other documents and Rules referred to in the bid and all other contents in the bid documents for the Architectural consultancy.

I/We hereby submit bid for the Architectural and Design Consultancy as per the stated scope of work for providing consultancy services for **Providing Consultancy Services For Renovation Of Annashakti Ashram At Kausani, District Bageshwar**, within the specified time schedule.

I/We agree to keep the bid open for ninety (90) days from the due date of submission therefore not to make any modifications in its terms and conditions.

I/We hereby declare that I/We treat the bid documents, drawings and other records connected with the consultancy as secret/ confidential documents and shall not communicate information/ derived there from to any person except to whom, I/We may be authorized to communicate the same or use the information in any manner prejudicial to the interest of the company.

If I/We fail to commence the consultancy specified I/We agree that the said BRIDCUL shall without prejudice to any other right or remedy, be at liberty to forfeit the said Performance Guarantee absolutely otherwise the said Performance Guarantee shall be retained by the BRIDCUL as security against consultancy referred to in the bid documents as per terms and conditions contained therein and to carry out such deviations as may be ordered.

Seal of the consultant

Signature of the consultant

Place :

Date:

3.1 Introduction

BRIDCUL intends to appoint a reputed Architect/Design Consultancy Firm for providing Consultancy Services for Architectural Planning, Structural Design, Internal and external electrical works with, landscaping, approval of plans from respective authorities, design of other building services, IT & communication networking as well as supervision etc. for the proposed Consultancy Services for **Providing Consultancy Services For Renovation Of Annashakti Ashram At Kausani, District Bageshwar**. The schedule of tentative requirement of the project is as per **Annexure- I**. Approximate duration of the services under this contract is **15 months**. The approximate cost of the project is **Rs. 268.19Lacs**.

3.2 Project Details

3.2.1 Introduction

Introduction and overview of the site of Anasakti Ashram, Kausani Anasakti Gandhi Ashram is situated in a picturesque hilly town of Kausani, Distt Bageshwar of Uttarakhand State. Ashram consists of a Prayer room, Accomodation for Visitors, Dinning Hall, Meeting Room and an under construction Auditorium.

3.2.2 Historical significance of the Ashram

Mahatma Gandhi stayed in the Ashram in 1929 for two weeks. Mahatma Gandhi practised Anasakti yoga in this Ashram and wrote a treatise on Anasakti yoga. Gandhiji described this place as Switzerland of India.

3.2.3 Aims and objectives of the Ashram

The Ashram at present caters to the visitors and provides information related to Gandhiji. The Ashram has a prayer room, which holds prayers daily (Morning and Evening) and encourages meditation & Yoga to the visitors. The Ashram also provides accommodation & vegetarian food at nominal prices to the visitors staying in the Ashram.

3.2.4 Present condition of the Ashram

The wooden roof of the main Ashram building is damaged at maximum locations and needs replacement. The additional construction headed later on for accommodating visitors and staff, is also damaged and need complete overhauling. Also the accommodation for visitors is in damaged condition due to its old age and needs complete overhauling. Besides this, a new auditorium building is under construction and needs completion along with furniture etc.

3.2.5 Rationale of the Renovation

The building of the Ashram needs complete replacement of roof, dismantling of additional structure added to the Ashram later on, providing internal flooring, interior decoration, gallery, repair of accommodation for visitors, providing staff accommodation, modification of dining hall, completion of auditorium, open area, electrical works etc. The details are enclosed. Also the Ashram after renovation will have to be provided with additional collection related to Gandhiji, to be used as a museum as well. The building will be restored to its original architectural look.

After the completion of the project the Ashram in the true sense will be able to provide a better and detailed understanding of Gandhi an principles way to life non violence to the upcoming new generation. Also the old heritage of Uttarakhand will be preserved besides providing safe and economical accomodation, Yoga and Meditation training to the visitors which include National and International both. This will go a long way in preserving the cultural heritage of our Country.

A preliminary survey plan is given at **Annexure-II**. A detailed estimate for this purpose needs to be prepared in such a manner that minimum FAR and maximum permissible height are achieved. The time frame for submission of detailed estimate is given at **Annexure-III**.

3.3 Submission of Bids

3.3.1 The bid will be submitted in one envelope super-scribed “Bid for Providing consultancy Services for “**Renovation Of Annashakti Ashram At Kausani, District Bageshwar..**” containing following:-

- (a) Document fee as per clause no 1.1
- (b) Earnest Money deposited as per clause no 1.1
- (c) The Complete RFP document duly signed.
- (d) Document pertaining to clause no. 3.6

3.4 INSTRUCTIONS / GUIDELINES

- 3.4.1 The BRIDCUL shall appoint a consultant for the project through the technical competition from Architectural and Design Consultancy Firms having experience in any government organization for providing Consultancy services.
- 3.4.2 The Consultants are advised to visit and examine the site of work and its surroundings and obtain any information that may be necessary, in addition to those provided in this document, for preparing the design concept. The Consultant shall be deemed to have fully acquainted himself about the site condition before bidding, whether he inspects it or not.
- 3.4.3 The design concepts should adhere to the NBC norms, I.S. Code & building bye-laws applicable for the area.
- 3.4.4 All clarifications shall be sought during the Pre Bid Meeting. The bidders may make suggestions which shall be considered during the Pre Bid Meeting. No further clarifications shall be issued after replies to the pre-bid queries. Reply to the pre-bid queries/ common set of deviations shall form integral part of the bidding document.
- 3.4.5 The submission of the bid by a Consultant would imply that the Consultant has carefully read and agreed to the terms and conditions contained in this bid document.
- 3.4.6 The assignment entails performance by the consultant in two distinct stages i.e preparation of DPR and certifying the correctness of work as per drawing and design during the construction stage. In the event of client not proceeding ahead with t
- 3.4.7 he construction of the project, the second stage of the consultancy services will not be applicable and the consultant will have no right to claim the payment for the said stage.
- 3.4.8 The bid for the work shall remain open for acceptance for a period of 90 (ninety) days from the date of submission of the bids, which may be extended by mutual agreement and the consultant shall not cancel or withdraw the offer during this period.
- 3.4.9 This bid document shall form part of the contract agreement.
- 3.4.10 The successful Consultant shall be required to execute an agreement on non-judicial stamp paper as per **Annexure-IV** to this bid document, with the **Project Manager** within 07 days of submission of Performance Guarantee.
- 3.4.11 The stamp duty payable under the law in respect of this agreement shall be borne by the Consultant.
- 3.4.12 The BRIDCUL is not bound to accept any of the proposals submitted and reserves the right to reject any or all proposals without assigning any reasons thereof.
- 3.4.13 Deleted.

3.5 METHOD OF APPLICATION

- 3.5.1 If the Consultant is an individual or proprietary firm, the bid shall be signed by the individual / proprietor.
 - 3.5.2 In the event of the bid being submitted by a partnership firm, it must be signed by each Partner thereof or in the event of absence of any partner, it must be signed on his behalf by a person holding a power-of attorney authorizing him to do so, such power of attorney to be produced with the bid, and it must disclose that the firm is duly registered under the Indian Partnership Act.
 - 3.5.3 A certified copy of the partnership deed, Form A from Registrar of Firms, contact details and current address of all the partners of the firm shall also accompany the bid.
 - 3.5.4 Where the consultant is a partnership firm, the prior approval in writing of the Engineer-in-Charge shall be obtained before any change is made in the constitution of the firm. Where the consultant is an individual or a Hindu undivided family business concern such approval as previously mentioned shall likewise be obtained before the consultant enters into any partnership agreement where-under the partnership firm would have the right to carry out the works hereby undertaken by the consultant.
 - 3.5.5 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. The power of attorney shall be on non-judicial stamp paper of appropriate value and attested by Notary Public and its attested copy shall be furnished with the bid. The Architectural Consultant should also furnish a copy of the memorandum of articles of association duly attested by a Public Notary, and it must disclose that the Company is duly registered under the Indian Companies Act, 1956.
 - 3.5.6 Over-writing should be avoided. Correction, if any, should be made by neatly crossing out, initialing, dating and rewriting and duly endorsed.
 - 3.5.7 The architectural and design consultancy firms must be having experience in any government organization and must submit their letter of empanelment with them. However, reputed consultancy firms may also be considered based on their work experience and performance.
 - 3.5.8 “ARCHITECTURAL AND DESIGN CONSULTANCY FIRMS” should have a valid registration with the Council of Architecture for their architects under the Architects Act-1973 and valid registration of firms with the appropriate authorities. Either sole owner (in case of proprietary firm) or one of the partners (in case of partnership firm) should be a Senior Architect who can represent his firm during interaction with and presentation of the plan to the client.
- 3.6 Document to be submitted**
- 3.6.1 Non-refundable document fee, of Rs. 5000+ GST. in the form of Demand Draft in favor of “Project Manager, BRIDCUL” payable at Haldwani.
 - 3.6.3 Security fee in the form of Demand Draft in favor of “Project Manager, BRIDCUL” payable at Haldwani as below.
 - 3.6.4 Detailed profile of the firm.
 - 3.6.5 Duly filled in application form for empanelment of Architectural and Design Consultancy Firms **(As per Annexure-V).**
 - 3.6.6 The list of in-house technical staff with details of their qualifications, experience and field of expertise **(As per Annexure-VI).**
 - 3.6.7 Details of associated consultants. **(As per Annexure-VI).**
 - 3.6.8 Details of average annual turnover certified by CA **(As per Annexure-VII).**
 - 3.6.9 Details of experience of work during the last 5 years **(As per Annexure-IX).**
 - 3.6.10 Current works in hand **(As per Annexure-X).**
 - 3.6.11 List of relevant software and equipment available with the Firm **(As per Annexure-XI).**
 - 3.6.12 Information regarding any litigation, current or during the last five years, in which the Bidder is involved, the parties concerned and disputed amount. **(As per Annexure-XII).**

4.1 EVALUATION OF BIDS:-

The Bids received from architectural and design consultancy firms shall be evaluated on the following basis:

A committee shall check the application form (**Annexure-V**) of all the consultants and those found responsive shall be eligible for further technical evaluation of their technical proposals by the committee as per following criteria :-

- | | |
|---|------------|
| (i) Technical Staff Strength (Annexure – VI) | : 20 Marks |
| (ii) List of Associated consultants (Annexure – VII) | : 10 Marks |
| (iii) Financial Information (Annexure – VIII) | : 15 Marks |
| (iv) Work Experience during last five years (Annexure-IX) | : 25 Marks |
| (v) Current works in hand (Annexure–X) | : 20 Marks |
| (vi) List of relevant software and equipment available with the firm (Annexure–XI) | : 10 Marks |

Total : 100 Marks

Note: Consultants getting more than 60 marks shall only be eligible for empanelment in the desired class.

(A) DOCUMENT CHECKING: The Envelope-I containing the documents as mentioned in Clause no. 3.6 shall be opened first. In case the requisite document fee is not found enclosed, the bid shall be considered non-responsive and will be disqualified.

(B) TECHNICAL PRESENTATION: All responsive Architectural Consultant shall be invited for participating in the detailed design concept presentation and discussion. Only those consultants who scored marks above 60 shall be invited for technical presentation. The Consultant must come along with hard and soft copies of their design concept and related details at the time of presentation.

The Committee shall evaluate the presentation on design concept and assign the marks as stipulated under **table 4.1**. The Committee shall evaluate the presentation on design concept and assign the marks as stipulated under **table 4.1**

(b) Minimum marks for qualification for final stage presentation are 60%

Table 4.1

S.no	Description	Marks
A.	Master Planning & Zoning	35
1.	Cost effective site utilization & Grouping of functions.	10
2.	Site Orientation	
(a)	Massing (Compactness)	5
	Zoning/ Phase-wise planning	10
(b)	Circulation (Integration)	5
3.	Landscape blending with existing profile	5

B	Design Concept Planning	50
1.	Aesthetics and environment friendly considerations	5
2.	Energy efficient building design	5
3.	Façade and Elevation	10
4.	Disaster resistant methods/ technologies	10
5.	Innovative architectural features	5
6.	Economical design	5
7.	Electrical design of the project viz. external connection requirement, internal load distribution and wiring, energy efficient & conserving scheme etc	5
8.	Vernacular architectural features (Uttarakhand Hilly Architecture)	5
C.	Presentation	15
1.	Overall presentation	5
2.	Overall understanding, planning & design of the project	5
3.	Interpretation of design concept & interaction on concept and response to queries of the Committee members	5
Total		100

The consultant shall have no right to challenge the marks assigned by the committee members. No correspondence will be entertained challenging the marking by the committee.

Note: (a) Consultant/Consultancy firm getting highest marks shall only be eligible for allotment of work.

(b) Negotiation for revised consultancy fee may be made with consultant/consultancy firm, if desired.

Consultants are advised to visit our website www.BRIDCUL.com regularly for updated details/ information.

(C) **Financial Evaluation:** The financial proposal of the consultant who have successfully qualified in the technical presentation will be opening on a scheduled date and time we should be intimated later. The work will be awarded to the consultant whose financial quote will be the least. The format for submission of financial proposal is at **Annexure-XVI**

5.1 DESIGN BRIEF

- 5.1.1 The proposed Consultancy service for design & planning for “**Renovation Of Annashakti Ashram At Kausani, District Bageshwar**”. The site which shall comprise of the requirements as detailed in **Annexure-I (Part-I & II)** along with the structural details, design analysis of structural and services etc. The above requirements are tentative and opened to suggestion by the bidders as per norms and essential requirement of Higher Education Department, Uttarakhand and as per tentative concept plan of the project.
- 5.1.2 The Consultant shall inspect the site, collect all required engineering data, study the options taking into consideration the local climatic influence etc.
- 5.1.3 The consultant shall examine and propose the full utilization of space.
- 5.1.4 The buildings shall be designed as per applicable norms. The design should have provisions of National Building Code/Local bye-laws and conform to latest Indian Standard Code of practice for various disciplines.
- 5.1.5 The design and specification of the building shall take into account the maintenance and durability aspects.

- 5.1.6 The proposed buildings shall be designed for comfortable environment, aesthetic and psychological appeal. The building shall reflect contemporary attitude towards environmental control and aesthetic excellence.
- 5.1.7 Special attention shall be given to energy saving devices/designs with maximum natural lighting and ventilation, renewable energy sources and eco-friendly features and cutting edge technology with green feature.
- 5.1.8 Fire safety norms in accordance with local fire bye-laws/ codes are to be followed by the Consultant for the project.

6.1 SCOPE OF CONSULTANCY:

6.1.1 The successful bidder shall submit the DPR consisting of following volumes:

The DPR shall consist of following volumes:

- a. Main Report**
- b. Detailed Design Report(Structural and Services design)**
- c. Material Report & schedule of finishes**
- d. Technical Specification**
- e. Drawings {Architectural, structural and working (Good for construction) drawings}**
- f. Rate Analysis:**
 - i. Rate analysis of those items, which are not available in Uttarakhand State PWD schedule of rates, be taken from DSR based on CPWD rates after taking cost index for that particular block/ district.
 - ii. Rate analysis of non schedule items along with market price list from vendors and other supporting documents.

Note:(i) The detailed design report including detailed structural drawing for proof checking and detailed working drawings shall be submitted after client's approval of DPR, but well before start of the work.

(ii) Power Point presentation shall be given by the consultant in due stages when ever required by Client / Employer/ User Department.

7.1 ARCHITECTURAL DESIGN:

- a) This shall include detailed discussions with the BRIDCUL, User department & concerned statutory bodies, Evaluation of Site, Analysis and impact of existing structures, if any/ proposed development of its immediate environments etc. and ascertaining Local Bye-laws, Ground/ design controls applicable to the site of work, details of various approvals required from Local/ Statutory Authorities.
- b) Modifying the conceptual designs incorporating required changes by the BRIDCUL /Client Dept./Govt. of Uttarakhand.
- c) Preparation of layout plans indicating features like internal and external, water supply, sanitary installations, storm water drainage, rain water harvesting system, landscaping, internal roads, paved areas, internal and external electrical installations compound lighting, Provision of Solar energy etc. which shall be in accordance with bye- laws of local/statutory authorities and obtaining approval of BRIDCUL/H.E.D

- d) The layout plan shall include an area statement giving details of permissible FAR, ground coverage, setbacks etc., and actual built up area generated vis-à-vis schedule of accommodation. The site plan shall show services such as water supply, sewer lines, road lighting, underground tank etc. (True to scale).
- e) Preparation of preliminary drawings using Auto CAD for various floors, toilets, staircases, etc. explaining the general planning with schedule of internal and external materials and finishes and dimensions. Internal and external Plumbing/Electrical layout, UPS and location of channels for electric cables, telephone, LAN and other conduits for services, complete in accordance with the relevant National Building Code/local Bye laws including all drawings and obtaining approval of BRIDCUL and submission of preliminary project report and obtaining approval of the BRIDCUL.
- f) Submission of plans/drawings to local civic bodies for obtaining approval of the Local/Statutory authorities according to the applicable acts, laws, regulations etc. and make any changes desired by such authorities at no extra cost. The approved documents in original shall be submitted to BRIDCUL for its reference and record. The fee for statutory approval shall be reimbursed to the consultant.
- g) Preparation of detailed drawings consisting of floor plan with complete furniture detail at each level, reflected ceiling plans at each level including coordinated lighting and service features, external elevations, internal elevations, cross sections and longitudinal sections, lighting outfit/switching plan, plumbing and schematics, interior fit out including structural, electrical & other equipment, communication systems, fire fighting systems, power management systems, wastewater management system, rain water harvesting, landscaping and horticulture, Debris management plan during construction and post construction etc. all pertaining to various specialist services and disciplines.
- h) Preparation and submission of detailed designs, drawings and documents for all internal utility services like plumbing, fire fighting, electrification, telephones, acoustics and other specialized services etc. or as per the requirements of the Project suitable for construction and release to site.
- i) Preparation and submission of detailed designs, drawings and documents for all external utility services like water supply, sewerage, storm water drainage, fire hydrants schemes, rain water harvesting, water supply intakes arrangements, telephone system and other related schemes and any other specialized services as per Project requirement suitable for construction and release to site including getting necessary approvals from BRIDCUL.
- j) Detail electrical planning including power supply line from UPCL, Control panel room, meter room, external electrification for the campus and individual buildings etc.
- k) All concept plans shall also include the furniture layout.
- l) Submission of final detailed project report as per details given at Para 6.1.1

8.1 STRUCTURAL DESIGN:

- a) The building shall be designed to withstand static/dynamic loading (**wind/seismic load as per zone**) and the design shall be strictly in accordance with the latest Indian Standard Code of Practices/National Building Code. The structural analysis and design shall be done by using latest version of software packages such as

STAADPRO or equivalent. The provisions in various BIS Codes shall override the packages output.

- b) The architectural consultant shall supply all design calculations/computer input and output giving specific reference to BIS/NBC, along with soft copies. The structural drawing showing the reinforcement details / bar bending schedule shall be prepared as per latest edition of SP: 34 (S&T) etc. All overriding conditions prescribed by IS: 13920 or any other BIS code shall be taken into account while preparing the structural drawings.
- c) The consultant shall also submit the design parameters as desired by BRIDCUL.
- d) The design period of the structure shall be as per NBC Norms. The design of the structure shall be got vetted/ proof checked by the consultant from any reputed engineering institution/structural consultant having experience in any government organisation. The cost of vetting/proof checking shall be borne by the consultant.

9.1. SERVICES DESIGN

The design for the following services shall be carried out as per the provisions of the design brief for respective services and shall be approved by BRIDCUL.

- a) **WATER SUPPLY & PLUMBING SYSTEMS etc.**
- b) **DRAINAGE SYSTEM FOR WHOLE PROJECT.**
- c) **SEWAGE DISPOSAL SYSTEM (Septic Tank, Soak Pit) or S. T. P. etc.**
- d) **INTERNAL ROAD NETWORK & DRAINAGE SYSTEM etc.**

10.1 ENVIRONMENTAL PROTECTION

Cautious effort shall be made to ensure positive contribution to the Environment and confirm to local pollution control norms.

11.1 LAND-SCAPING & ARBORICULTURE

Appropriate hard and soft landscaping shall be designed to be in harmony with the surrounding Environment and neighborhood. The objective is to provide a harmonious and friendly environment with green area and landscape features.

12.1 OTHER SERVICES

Any other services connected with the work shall be designed as per standard practice.

13.1 DETAILED ESTIMATE

Preparation of detailed estimate as per Para 6.1.1 above, with complete working details and take-off sheet, schedules such as internal and external finishes, hardware sanitary fitting and electro mechanical services, building specifications, including specification for all trades and services, and bill of quantities including those of various services all based on schedule of rates conforming to specifications and procedures approved and prescribed by the BRIDCUL to describe the whole project adequately, supplying details of calculations of such Schedule of quantities to enable the BRIDCUL to invite tenders for the said project. Where prescribed specifications and/or schedule of rates do not provide for certain items/services, specification and rates based on proper market rate analysis supported by Quotations from reputed/specialized agencies shall be adopted along with Engineering Market Rate Analysis for these items with the approval of the BRIDCUL.

14.1 SITE VISITS

During the execution (Construction Stage) of the project, the consultant is required to visit the site before presenting his bill for payment for each stage of construction as given in Clause 16.1.3(b). Additional visits, if any, required during construction stage shall be paid at

the rate of Rs. 2500.00 per visit for consultants located within 100 km of site and Rs. 8000/- per visit for other consultants.

14.1.1 COST OF THE PROJECT DOES NOT INCLUDE FOLLOWING ITEMS/EXPENDITURE FOR THE PURPOSE OF PAYMENT CALCULATION FORCONSULTANCY FEE

To arrive at the payment of architectural fee to the architect, the cost of project shall be derived by deducting following items from sanctioned cost of project by the Government:-

- 14.1.2 Contingency charges sanctioned
- 14.1.3 Centage charges/ supervision charges sanctioned
- 14.1.4 Payment allowed for external power connection, sewerage, water supply etc and to development authorities to sanction the project maps etc and any type of eligible taxes as applicable and any other payment made directly to Govt. agencies. In no case, the project cost should be more than the sanctioned cost.
- 14.1.5 Any other items of works/services sanctioned for which architectural services are not required/ approved.
- 14.1.6 Lift equipments, tube well equipments and pumps.
- 14.1.7 Gadgets/appliance like refrigerators, AC units, EPABX, CCTV etc.
- 14.1.8 Cost of land, if any.
- 14.1.9 The repetitive residential building/non residential buildings.

15.1PAYMENT OF CONSULTANCY FEES:

- 15.1.1 The BRIDCUL agrees to pay to the appointed Consultant the fee for the professional services to be rendered by them, for the stipulated schedule of services, as arrived at based on the agreed rate which is accepted by all consultancy firms during empanelment with BRIDCUL i.e. cost of project as calculated at Clause 14.1 above multiplied by the accepted lowest bid rate for class A (Sum of rates for Architectural Design Consultancy + Structural Design Consultancy).
- 15.1.2 GST shall be paid separately.
- 15.1.2 Statutory charges/fees payable to any local authority for obtaining statutory approvals for commencement/Completion /occupation of the building shall be paid by BRIDCUL on demand by the competent authorities.
- 15.1.3 The Consultant shall have to submit the self attested copy of his PAN No. along with the RFP Document.

16.1 PAYMENT SCHEDULE

- 16.1.1 Payments to the consultant shall be “on account” and shall be adjusted against the final bill.
- 16.1.2 All payments shall be subject to Income Tax deduction at source.
- 16.1.3 The Consultant shall be paid for each of the services in the schedule as far as possible by 14th working day after the day of submission of the bill, complete in all respect to the Project Manager in the various stages as follows:
 - A) **PAYMENT AT DPR STAGE:-**
Payable fee =70% of amount arrived at Para 14.1.1 :-

1.	On approval of Concept Planning and Master Plan by the Client/Govt.- Deptt.	20% (Twenty percent) of the payable fee as above.
2.	On approval of Architectural Drawings and Design and approval of documents from statutory bodies (if any)	15% (Fifteen percent) of the payable fee as above.
3.	On submission of Preliminary DPR in Hard & Soft copy	15%(Fifteen percent) of the payable fee as above.
4.	Submission of DPR- (i) On Approval of DPR by BRIDCUL-	15% (Fifteen percent) of the payable fee as above.
5.	(ii) On Approval of DPR by the Client/Govt.- Deptt	15% (Fifteen percent) of the payable fee as above.
6	On submission of Detailed Design Report including Proof checked Detailed Structural Drawings	10% (Ten Percent) of the payable fee as above.
7	On submission of Detailed Working Drawings for all stages of construction	10% (Ten Percent) of the payable fee as above.

Note: (i) 5 % security deposit will be deducted from each running bill which shall be released after two months of completion of project and shall work as performance guarantee during the construction stage.

(ii) Till finalization of project cost as per Para 14.1.1, the cost of the project shall be assumed as Rs **268.19 Lacs**. However, the final cost of the project will be the cost approved by the Finance Deptt of Govt of Uttarakhand.

(iii) The project shall be divided into number of phases which will be done in consultation with BRIDCUL/ User department as per availability of funds. Tentatively it is assumed that the project is divided in two phases as given in Annexure-I. The Consultant is required to submit the master plan for the entire project with phasing/ zoning. However, the DPR shall be submitted as per phasing/ zoning as per requirement of BRIDCUL/ user department and the payment shall be made to the consultant accordingly.

B) PAYMENT AT CONSTRUCTION STAGE:-

Payable fee = 30% of amount arrived at Para 14.1.1.

1.	Site visits on completion of following sub-stages.	
	i) Completion of Plinth Level	20% of the payable fee as above.
	ii) Completion of superstructure including brickwork and plaster work.	25% of the payable fee as above.
	iii) Completion of internal electrical, plumbing, sanitation works and IT, Fire-detection & Fire alarm systems.	15% of the payable fee as above.

	iv) Completion of external electrical, plumbing and sanitation works	10% of the payable fee as above.
	v) Completion of Fire-fighting, Arboriculture, Landscaping & Site Development, Road & Drain Networks etc.	15% of the payable fee as above.
2.	On submission of Completion Drawings & Completion Certificate.	15% of the payable fee as above.

Note: 5% Security Deposit will be deducted from each running bill, which shall be released after two months of completion of the work and shall work as Performance Guarantee during the construction stage.

17.1 PERFORMANCE GUARANTEE:

- 17.1.1 The Consultant shall submit an unconditional Performance Guarantee/DD5% of Rate Quoted (Round off in Rs. 100.00) of the consultancy fee, for proper performance of the contract agreement from a nationalized/scheduled Bank valid for **18 months** in the prescribed Performa at **Annexure-XIII**, notwithstanding and/ or Guarantee without prejudice to any other provisions in the contract within **07** days of issue of Letter of Acceptance.
- 17.1.2 In case, the Consultant fails to deposit performance guarantee within 07 days of issue of letter of acceptance, the offer of appointment of Architectural consultant shall stand cancelled.
- 17.1.3 Performance guarantee shall be released after 2 months from date of completion of work.

18.1 FORFEITURE OF PERFORMANCE GUARANTEE:

When the consultant has made himself liable for action under any of the clauses aforesaid, the Engineer-in-Charge on behalf of the BRIDCUL shall have powers:

- 18.1.1 To determine or rescind the contract as aforesaid (of which termination or rescission notice in writing to the contractor under the hand of Engineer-in-Charge shall be conclusive evidence) upon such determination rescission, the Security Deposit already recovered and Performance Guarantee under the contract shall be forfeited and placed absolutely at the disposal of the BRIDCUL.
- 18.1.2 In case the consultant fails to complete the work, the BRIDCUL, without prejudice to rights and remedies available under the agreement shall forfeit Performance Guarantee in cash and/or by en-cashing the Bank Guarantee.

19.1 ADDITIONS AND ALTERATIONS:

- 19.1.1 The BRIDCUL shall have the right to make changes, additions, modifications or deletion in the design and drawings or any part of work and instructions given in writing for any such additions / alterations, deletions during the progress of the work and the same shall be complied by the consultant without any extra cost.

20.1 TIME SCHEDULE:

- 20.1.1 The date of commencement of project will be reckoned from the seventh day of the date of signing of the contract.
- 20.1.2 Completion of various professional services/activities shall be achieved within the time frame for submission of DPR as per the **Annexure-III**.
- 20.1.3 As the project has to be completed on fast track, the work shall be carried out with due diligence and as per time frame for submission of DPR for the assigned project. In case of

any delay / default, performance/deficiency by the Consultant, to the agreed time schedule, for pre commencement activities the Consultant shall pay by way of agreed compensation and amount equivalent to 0.25% (Zero decimal two five percentage) of the total amount of fee payable for each stage for each week of delay subject to a maximum of 10% (Ten percent) of the fee quoted for the services.

21.1EXTENSION OF TIME

- 22.1.1 If the consultant shall desire an extension of time for completion of the work on the grounds of his having been unavoidably hindered in its execution or on any other ground he shall apply in writing to the BRIDCUL within seven days of the date of hindrance on account of which he desires such extension as aforesaid.
- 22.1.2 The BRIDCUL after satisfying itself about the reasonableness of grounds may grant extension of time which shall be final and binding as in his opinion be justified and communicate the same in writing. Wherever such extension of time is granted, it would be without prejudice to the rights of BRIDCUL to take any other action under the provisions of the Contract. Any extension of time granted as stated above shall neither entitle the consultant to any claim for increase in their fees nor shall it release him from any of the obligations under the said agreement.
- 22.1.3 The consultant shall extend the validity of his Performance Guarantee if warranted on account of extension of time.

22.1 OUTPUT/DESIGN SUBMITTALS OF THE CONSULTANCY:-

- 22.1.1 The output of the consultancy and any other details envisaged under this agreement shall be supplied as specified in the following table:

S.No.	Description	No. of Copies	Scale
1	Geotechnical Investigation Report:-Soil Sampling& bore holes as per norms, Dynamic Cone Penetration Test, Standard Penetration Test, Plate Load Test, Safe Bearing Capacity Of Soil, Determination Of In-situ-Density, Detailed Laboratory Analysis etc and as desired by structural engineer/BRIDCUL.	As reqd.	
2	Concept Design Stage:- Concept plan having concept of proposed building, internal roads, boundary wall, landscaping & arboriculture, rain water harvesting, sewerage disposal (STP), water supply and external electrification. Preliminary master plan, specifications and rough estimates etc.	6 copies	1:200
3	Final Master Plan.	6 copies	1:100
4	Architectural Drawings showing Elevations and Floor plans. Including details of partitions, flooring, ceiling, staircase, railings, layout for electrical/telephone/LAN cables, landscaping, arboriculture etc. along with integration of the building.	6 copies	1:50
5	Drawings for submission to local / statutory authorities.	As Reqd. by local/ statutory authorities	As Reqd.

6	Working Drawings for plans, sections, elevations of building	6 copies	1:50
7	Working Drawings for Electrical Installation, Electrical Layout (both internal & external), HV/ MV panels, Fire detection, alarm and fighting systems, vertical elevators, Intelligent building Management System, IT & Communication networking, Access control, UPS, telecommunication system etc.	6 copies	1:50
8	Detailed Structural Drawings	6 copies	1:20
9	Detailed Structural Design	6 copies & Soft copy in CD	
10	Detailed Estimate of proposed building	6 copies	-
11	Detailed Working Drawings for execution of work (Good for Construction drawings)	6 copies	1:20/ 1:10
12	Preliminary Detailed Project Reports	2 copies	
13	Final Detailed Project Reports as per detail given at Para 3.1.1	6 copies	-
14	A soft copy of all drawings in AutoCAD and that of reports and statements in relevant soft form.	5 CDs	-
15	Completion drawings and completion certificate	6 copies	-

22.1.2 The BRIDCUL shall be supplied with such all Detailed Architectural and Structural Drawings in AUTOCAD and PDF format along with one reproducible hard copy in A-0/A-1 size. If there is any revision of any detail in any drawing for any reason whatsoever, same number of drawings shall be reissued in desired format to BRIDCUL after such corrections without any extra charge.

22.1.3 All drawings (Architectural, structural and services) shall be prepared by using latest version of AutoCAD or latest software.

22.1.4 The BRIDCUL shall be supplied with all Design Calculation and Detailed Project Reports in format as desired by BRIDCUL.

23.1 COPYRIGHT

23.1.1 All these drawings shall become the absolute property of the BRIDCUL and the consultant shall have no right to use the same anywhere else. Such drawings and designs shall not be issued to any other person, firm or authority or used by the Architectural Consultant for any other project. No copies of any drawings or documents shall be issued to anyone except the BRIDCUL and/or its authorized representatives.

23.1.2 All design calculations along with original Architectural/Structural drawings (also in Auto Cad format) on CDs shall be submitted for proof-checking/ record and shall be the property of the BRIDCUL.

24.1 RESPONSIBILITY FOR ACCURACY OF PROJECT DOCUMENT

The Consultant shall appoint a team leader for this project who shall be an architect of at least Five years of experience and should have designed/supervised construction of similar building. His CV shall be submitted to the BRIDCUL within 7 days of signing of the agreement for approval of BRIDCUL. He will regularly interact with the officers of the

BRIDCUL and will be responsible for timely submission of the requisite reports/document. The Consultant shall be responsible for accuracy of the data collected by them directly or procured from other agencies/authorities, the designs, drawings, estimates and all other details prepared by them as part of these services. The Consultant shall indemnify the BRIDCUL against any inaccuracy in the work, which might surface during implementation of the project. The Consultant shall also be responsible for correcting, at his own cost and risk, the drawings including any re-designing and correcting layout/ design etc. if required during the execution of the Services, without any extra cost.

25.1 INDEMNIFICATION:

The Consultant shall fully indemnify and keep the BRIDCUL indemnified against any action, claim or proceeding relating to infringement or use of any patent or design or any alleged patent or design rights and shall pay any royalties which may be payable in respect of any article or part thereof included in the contract. In the event of any claims made under or action brought against the BRIDCUL in respect of any such matters as aforesaid the consultant shall be immediately notified thereof and the Consultant shall be at liberty, at his own expense, to settle any dispute or to conduct any litigation that may arise there from, provided that the Consultant shall not be liable to indemnify the BRIDCUL, if the infringement of the patent or design or any alleged patents or design right is the direct result of an order passed by the Engineer-in-Charge in this behalf.

26.1 GUARANTEE:

- 26.1.1 The Consultant shall agree to redesign at his cost any portion of his engineering and design work, which due to his failure to use a reasonable degree of design skill shall be found defective.
- 26.1.2 The BRIDCUL may make good the loss by recovery from the dues of the Consultant in case of failure to comply with the provisions of the above clauses.

27.1 DETERMINATION AND RESCISSION OF AGREEMENT:

- 27.1.1 The BRIDCUL without any prejudice to its right against the Consultant in respect of any delay by notice in writing absolutely determine/ rescind the consultancy contract in any of the following cases:
 - i) If the Consultant, being a firm/ company shall pass a resolution or the court shall make any order that the firm/ company shall be wound up or if a Receiver or a Manager on behalf of the creditor shall be appointed or if circumstances shall arise which entitle the court to appoint a Receiver or a Manager or which entitled the court to make up a winding order.
 - ii) If the Consultant commits breach of any of the terms of the agreement.
- 27.1.2 When the Consultant has made himself liable for action under any of the clauses aforesaid, the BRIDCUL shall have power: -
 - a. To determine / rescind the agreement:
 - b. To engage another Consultant to carry out the balance work debiting the Consultant the extra amount, if any, so spent for getting the balance work done. This amount would be in addition to the penalties imposed under clause no. 20.1.3 herein above

provided further that the Architectural Consultant shall not be entitled to any difference of cost if the balance work is done at a cost less than the contract value.

27.1.3 The decision of the Managing Director regarding the grounds for determination of the agreement by the Engineer-in-charge shall be final and binding.

28.1 DISPUTES

28.1.1 If the Consultant believes that a decision taken by the Engineer was either outside of authority given to the Engineer by the Contract or that the decision was wrongly taken, the decision of the engineer shall be referred to the Dispute Review Expert (DRE) within 10 days of the notification of the Engineer's decision.

28.1.2 The DRE for this project will be General Manager (Civil), BRIDCUL.

29.1 PROCEDURE FOR DISPUTES

The Dispute Review Expert shall give a decision in writing within 28 days of receipt of a notification of dispute.

- i) If the Consultant is dissatisfied with the instructions or decision of the Dispute Review Expert, the Consultant may, within 15 days of the receipt of the decision, appeal to the MD, BRIDCUL who shall afford an opportunity to the Consultant to be heard, if the latter so desires, and to offer evidence in support of his appeal. The MD, BRIDCUL shall give his decision within 30 days of receipt of Consultant's appeal. If the Consultant is dissatisfied with this decision, the Consultant shall within a period of 30 days from receipt of the decision, give notice to the MD, BRIDCUL for appointment of arbitrator failing which the said decision shall be final binding and conclusive and not referable to adjudication by the arbitrator.
- ii) Except where the decision has become final, binding and conclusive in terms of Sub Para (i) above, disputes or difference shall be referred for adjudication through arbitration by a sole arbitrator appointed by the MD, BRIDCUL. If the arbitrator so appointed is unable or unwilling to act or resigns his appointment or vacates his office due to any reason whatsoever, another sole arbitrator shall be appointed in the manner aforesaid. Such person shall be entitled to proceed with the reference from the stage at which it was left by his predecessor.
- iii) It is a term of this contract that the party invoking arbitration shall give a list of disputes with amounts claimed in respect of each such dispute along with the notice for appointment of arbitrator and giving reference to the rejection by the MD, BRIDCUL of the appeal.
- iv) It is also a term of this contract that no person, other than a person appointed by MD, BRIDCUL as aforesaid should act as arbitrator.
- v) It is also a term of this contract that if the Consultant does not make any demand for appointment of arbitrator in respect of any claims in writing as aforesaid within 115 days of receiving the intimation from the Engineer-in-charge that the final bill is ready for payment, the claim of the Consultant shall be deemed to have been waived and absolutely barred and the BRIDCUL shall be discharged and released of all liabilities under the contract in respect of these claims.
- vi) The arbitration shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act, 1996 (26 of 1996) or any statutory modifications or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceeding under this clause.
- vii) It is also a term of this contract that the arbitrator shall adjudicate on only such disputes as are referred to him by the appointing authority and give separate award

against each dispute and claim referred to him and in all cases where the total amount of the claims by any party exceeds Rs. 1,00,000/- the arbitrator shall give reasons for the award.

- viii) It is also a term of the contract that if any fees are payable to the arbitrator, these shall be paid equally by both the parties.
- ix) It is also a term of the contract that the arbitrator shall be deemed to have entered on the reference on the date he issues notice to both the parties calling them to submit their statement of claims and counter statement of claims. The venue of the arbitration shall be such place as may be fixed by the arbitrator in his sole discretion. The fees, if any, of the arbitrator shall if required to be paid before the award is made and published, be paid half and half by each of the parties. The cost of the reference and of the award (including the fees, if any, of the arbitrator) shall be in the discretion of the arbitrator who may direct to any by whom and in what manner, such costs or any part thereof shall be paid and fix or settle the amount of costs to be so paid.
- x) The arbitration shall be conducted in accordance with the arbitration procedure stated in the Clause no. 3.19 below.

30.1 REPLACEMENT OF DISPUTE REVIEW EXPERT.

Should the Dispute Review Expert resign or die, or should the Employer and the Consultant agree that the Dispute Review Expert is not fulfilling his functions in accordance with the provisions of the Contract; a new Dispute Review Expert will be appointed by the Managing Director, BRIDCUL.

31.1 ARBITRATION:

31.1.1 Excepting the decisions taken by the Managing Director, BRIDCUL, all disputes or differences whatsoever arising between the parties out of or relating to the construction, meaning and operation or effect of this contract or the breach thereof shall be settled by arbitration by a reference to the sole arbitrator or the person appointed by the Managing Director, BRIDCUL and the award made in pursuance thereof shall be binding on the parties. Such arbitration shall be governed by the Indian Arbitration and Conciliation Act, 1996.

31.1.2 It is also the term of this agreement that consultant shall have no objection whatsoever, in the appointment of an officer of the BRIDCUL as the sole Arbitrator by the Managing Director.

32.1 FORECLOSURE OF CONTRACT DUE TO ABANDONMENT OR REDUCTION IN SCOPE OF WORK.

If at any time after acceptance of the consultancy tender, the BRIDCUL decides to abandon or reduce the scope of the work for any reason, the Engineer- in- charge shall give notice in writing to that effect to the consultant and the consultant shall act accordingly in the matter. The consultant shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the work. Further, the consultant shall not have any claim for compensation by reasons of an alteration having made in the scope of work which shall involve any curtailment of work as originally contemplated. However, the consultant shall be paid at contract rates full amount for works executed to the extent and accepted by the Engineer-in-charge.

33.1 MODIFICATION

- 33.1.1 Modification of the terms and conditions of this contract, including any modification of the scope of the Services, may only be made by written agreement between the Parties. Pursuant to Clause 34.1 hereof, however, each party shall give due consideration to any proposals for modification made by the other Party.
- 33.1.2 In case scope of work is increased on account of requirement of additional facilities, the consultant shall be paid for additional DPR in the same proportion as their quoted fee for the present scope of work with respect to the sanction amount of DPR excluding centage & contingency.

34.1 OPERATION

The parties recognize that it is impractical in this Contract to provide for every contingency which may arise during the life of the Contract, and the Parties hereby agree that it is their intention that this contract shall operate fairly as between them, and without detriment to the interest of either of them, and that, if during the term of this Contract either Party believes that this Contract is operating unfairly, the Parties will use their best efforts to agree on such action as may be necessary to remove the cause shall or causes of such unfairness, but no failure to agree on any action pursuant to this Clause shall give rise to a dispute to arbitration in accordance with Clause 3.16, Section 3.

35.1 KEY PERSONNEL

Key personnel for this project which shall be intimated at the time of assigning of the consultancy work as specified in Clause 39.1.

38.1 PENALTY

Penalty shall be imposed on the consultants for poor performance/deficiency in service as expected from the consultant and as stated in General Conditions of contract. The Architect/Design Consultancy Firm is required to submit the report as per schedule that will be given in the RFP document for the assigned project. The Architect/Design Consultancy firm is supposed to pay the site visit as per schedule to be given in RFP document. If the Architect/Design Consultancy Firm fails to adhere to the schedule, a penalty of Rs. 10,000.00 (Rupees Ten Thousand Only) per visit/per week delay of submission of reports/documents may be imposed.

37.1 APPLICATION FORM

Application for empanelment of architectural and design consultancy firms duly filled with relevant details is required to be submitted.

38.1 ELIGIBILITY

- 38.1.1 The architectural and design consultancy firms must have completed similar type of at least one project.
- 38.1.2 "ARCHITECTURAL AND DESIGN CONSULTANCY FIRMS" should have a valid registration with the Council of Architecture for their architects under the Architects Act-1973 and valid registration of firms with the appropriate authorities. Either sole owner (in case of proprietary firm) or one of the partners (in case of partnership firm) should be a Senior Architect who can represent his firm during interaction with and presentation of the plan to the client.

39.1 Technical Staff Strength:

The firms must have minimum qualification and experience of its permanent key staff as under:

S. No	Position Held	Minimum Qualification & Experience	
1	Team Leader/ Chief Architect	1 No.	B.Arch with 10 Years experience
2	Architect	1 Nos.	B.Arch with 5 years experience
3	Structural Engineer	1 No.	M. Tech (Structure) with 5 Years experience
4	Civil Engineers	1 No.	B.Tech/B.E. with 5 years experience

Details of qualification and experience of key staff must be submitted in the format given at **Annexure- XIV**.

40.1 ASSOCIATED CONSULTANTS

The architectural and design consultancy firms should have sufficient number of technical staff (Clause-39.1.) and associated consultants for the proper execution of the contract with irrevocable letter of association for sufficient period. The applicant should submit a list of these staff and consultants stating clearly how these would be involved in planning and execution. Details of associated consultants should be furnished as per **Annexure-XV**.

41.1 WORK EXPERIENCE

The applicant should have minimum experience of consultancy services as given below:

- 41.1.1 The Architectural Consultants must be conversant with the heritage architecture and designs of hilly region/terrain matching with the topography and environment of Uttarakhand State.
- 41.1.2 The Architectural Consultants must have the knowledge of requirements of different types of renovation works of revival and preservation of heritage architecture.
- 41.1.3 The Architectural Consultants must have specialization and adequate experience in latest technological innovations and trends using latest cost-effective materials, green building concept, earthquake proof design etc.
- 41.1.4 Software based designing, Auto CAD drawings, 3D modeling and presentation ability will be essential part of the qualification criteria for which the consultant should submit the list of software on the basis of which they will prepare the Architectural and Structural designs, the working 3D drawing, cost estimates 7 the models of presentation.

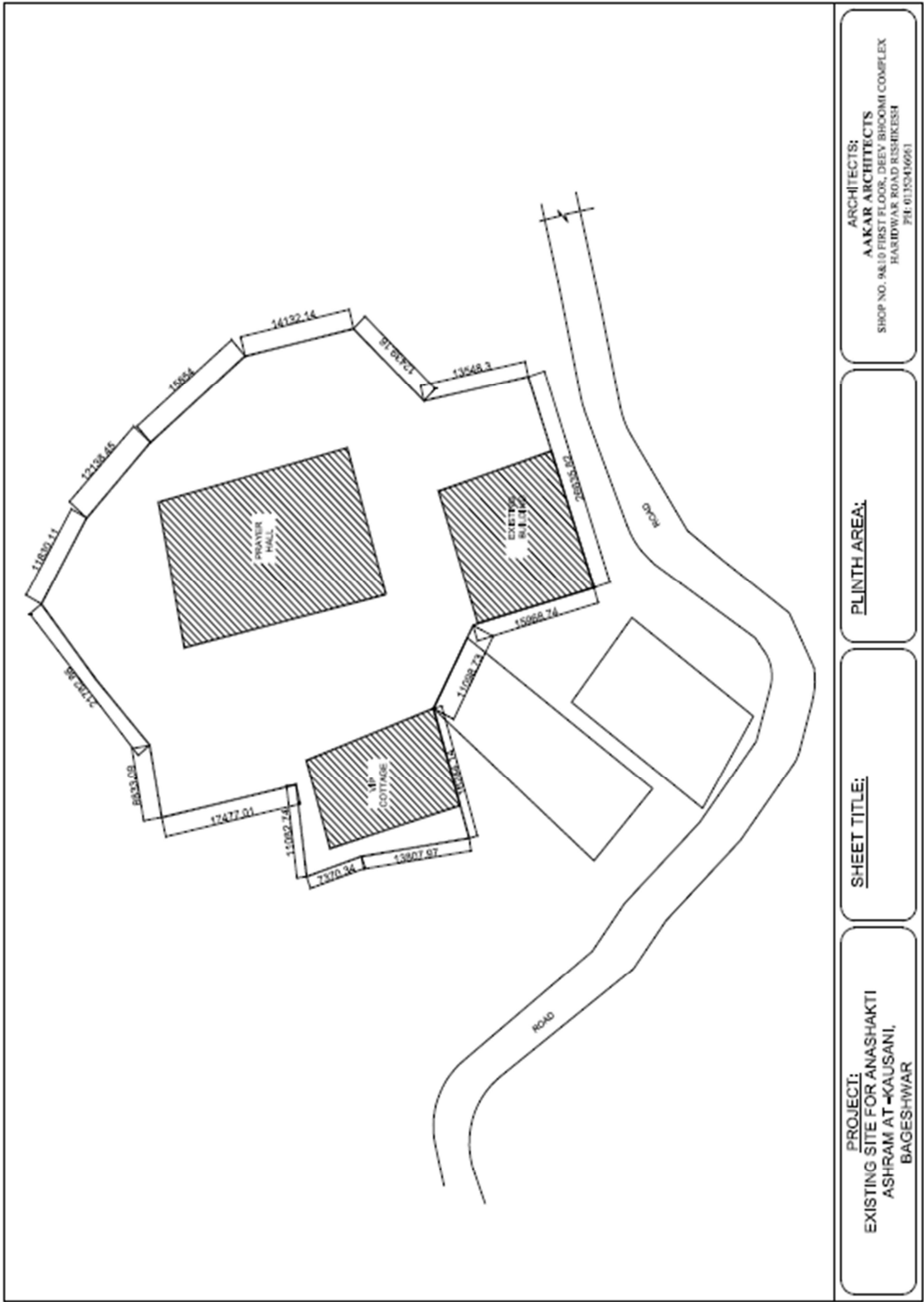
Part-I

LOCATION: The site is located in Kausani, Distt. Bageshwar, Uttarakhand for which the requirement below:-

SL No.	Description of work
1.	Rectification/Repairing of roof of main ashram building (wooden Planks, top sheets, slates etc.
2.	Dismantling of crashed wall (added later on) and provision for wooden gallery around the ashram.
3.	Renovation of VIP Cottage (Wooden floor, repair of wall and roof)
4.	Construction of Staff Quarters (new)
5	Renovation of dining hall, kitchen and Conference hall.
6	Development of exterior open area and Landscape like Boundary wall Railing, Leveling, Benches, Streetlight

NOTE: All building will reflect Himalayan Look and Heritage

PRELIMINARY SURVEY PLAN



ANNEXURE- III

TIME FRAME & PAYMENT SCHEDULE FOR DELIVERABLES AT VARIOUS STAGES

A) PAYMENT AT DPR STAGE

Payable fee =70% of amount arrived at Para 14.1.1. to 14.1.9

Sl. No	Stages	Deliverables (No. of Sets)		Payment (%)	Time Schedule
		Hard Copy	Soft Copy		
1	Concept Planning and Master Plan				
	Concept of proposed renovation work/ green architectural feature & arboriculture, rain water harvesting, sewerage disposal (STP), water supply and external, preliminary master plan, specifications and rough estimates etc.	As reqd by client deptt	As reqd by client deptt	20	01 week
2	Approval of Architectural Drawings and Design from the client department				
	Submission of site layout, floor plans, master plan, elevations, 3D views duly signed by the authorised signatory from the client/ user department	6 sets	1 copy	10	01 week
3	Approval of Architectural Drawings and Design and approval of documents from statutory bodies (if any)				
	Architectural Drawings showing Elevations and Floor plans including details of landscaping, arboriculture etc. along with integration of the building.	As reqd	As reqd	15	01 week
4	Submission of Preliminary Reports				
	Detail floor plan, elevations, section, details of site development, green building features, material/ make list, BOQ, detail of measurement, interior plans with furniture layout etc.	4 sets	2 copies	15	01 week
5	Submission of Design Reports				
	On submission of Detailed Design Report including Detailed Structural Drawings including proof	4 sets	2	10	01 week

	checking		copies		
6	Submission of final DPR				
	Final DPR containing all reports, documents, estimates, drawings, designs etc as mentioned in "Clause no. 6.1, Scope of Consultancy".	6 sets	4 copies	15	01week
7	Submission of GFC Drawings				
	On submission of Detailed Working Drawings for all stages of construction	4 sets	2 copies	15	01 week
8	Submission of proof checked Drawings				
	On submission of Detailed Design Report including Proof checked Detailed Structural Drawings	4 sets	2 copies	15	01 week
9	Submission of working Drawings				
	On submission of Detailed Working Drawings for all stages of construction	4 sets	2 copies	15	01 week

Note: 5% Security Deposit will be deducted from each running bill, which shall be released after two months of completion of the complete project (Civil Work) and shall work as Performance Guarantee during the construction stage.

B) PAYMENT AT CONSTRUCTION STAGE:- Following percentages of the consultant's fee as given in Para 14.1.4 shall be paid to the consultant for various sub-stages as under:

Payable fee =30% of amount arrived at Para 14.1.1. to 14.1.9

Sl. No.	Stages	No. of visits	Payment (%)
1.	Site visits on completion of following sub-stages.		
	i) Completion of repairing of roof	2 visit per block or as required by BRIDCUL	20 % of the payable fee as above.
	ii) Completion of renovation of VIP Cottage.	2 visit per block or as required by BRIDCUL	25% of the payable fee as above.

	iii) Completion of construction of Staff quarter.	2 visit per block or as required by BRIDCUL	15% of the payable fee as above.
	iv) Completion of renovation of dining hall, kitchen, conference hall etc.	2 visit per block or as required by BRIDCUL	10% of the payable fee as above.
	v) Completion of interior work/ landscape work.	2 visit per block or as required by BRIDCUL	15% of the payable fee as above.
2.	On submission of Completion Drawings & Completion Certificate.	2 visit per block or as required by BRIDCUL	15% of the payable fee as above.

Note: 5% Security Deposit will be deducted from each running bill, which shall be released after two months of completion of the complete project (Civil Work)

AGREEMENT**(ON NON-JUDICIAL STAMP PAPER OF APPROPRIATE VALUE)**

This agreement made on this _____ day of _____ between BRIDCUL, a Corporation incorporated under the Companies Act, 1956 and having its Office at Rautela Colony, Choti Mukhani, P.O Badi Mukhani, Haldwani (hereinafter referred to as 'BRIDCUL') which expression unless excluded by or repugnant to the context shall include their successors and assigns of the one part and M/s. _____ having their Registered office at _____ (hereinafter referred to as 'Architectural consultant') which expression, unless excluded by or repugnant to the context, shall include their successors and assigns of the other part.

Whereas the BRIDCUL is desirous of obtaining the consultancy for Architectural Structural and Interior design with Engineering Design of specified services for **"Providing Consultancy Services For Renovation Of Annashakti Ashram At Kausani, District Bageshwar"**. in accordance with the general requirements and conditions hereinafter appearing and whereas the Architectural consultant has agreed to provide the same.

The following documents attached hereto shall be deemed to form an integral part of this Contract

- a. RFP document containing Schedule of Financial Quote.
- b. The following appendices:-
 - Appendix A: Minutes of pre-bid meeting.
 - Appendix B: Copy of letter of acceptance.
 - Appendix C: Performance Guarantee in the form of Bank Guarantee.

The contract is subject to the jurisdiction of Court at Dehradun only."

In Witness whereof the parties hereto have set their respective hands and seals in the day and the year first above written.

Signature and delivered by

Architectural consultant

Signed and delivery by

For and on behalf of the BRIDCUL

Project Manager,
BRIDCUL, Haldwani

In presence of

1. -----

2. -----

-

1. -----

2. -----

APPLICATION FORM

(The applicant should study carefully the RFP for Empanelment and the list of documents to be annexed with the proposal before filling the form. Proposal found deficient in any respect is liable to be rejected without any further correspondence)

1. Name of firm

2. Address of the firm:

(a) Regd. office.....

(b) Head Office.....

(Attach separate paper for addresses of other offices)

3. Telephone Number Fax No.....

E-mail address:.....

4. Constitution:

Sole Proprietorship Concern ☐ Partnership Firm ☐

Public Ltd. Company ☐ Private Ltd. Company ☐

5. If partnership firm, names of the partners/ If Company, name of directors

(a)..... (b)

(c) (d)

(e) (f)

6. Furnish the following details and enclose copies of each document:

(a) PAN

(b) G.S.T NO.

(c) Corporate Identity No. as given by relevant ROC

(if applicable)

7. Is the sole proprietor/any partner/director of company:

(a) Dismissed Government Servant Yes ☐ No ☐

(b) Removed from approved list of contractors Yes ☐ No ☐

(c) Demoted to a lower class of consultant Yes ☐ No ☐

(d) Having business banned/suspended by

any government in the past

Yes ☐

No ☐

(e) Convicted by a court of law

Yes ☐

No ☐

If answer to any of the above is 'Yes', furnish details on a separate sheet

8. Name of person holding power of attorney

.....

9. Name of Bankers with full address

10. Place of business

11. (a) Whether already enlisted with BRIDCUL or any other department Yes ☐ No ☐

(b) If yes, give details:

(i) Name of department

(ii) Class

(iii) Empanelment authority & address.....

(iv) Empanelment No. & date

(v) Date of validity

12. Certificates:

I/We (including all partners) certify that I/We have read "RFP for Empanelment of Consultants for Architectural and Design of Building Projects" in BRIDCUL as amended upto-date and shall abide by them.

Signature(s) of applicant(s):

Name

Signature

Address

1

2

3

4

5

Date :

No. of Documents attached ☐

Annexure-VI**Details of Technical & Administrative personnel employed with the Firm.**

S. No	Designation	Total No.	Name	Qualification	Professional Experience and Details of work carried out	Field of Expertise	Date since employed with the firm	Remarks
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>
1.	Chief Architect/ Team Leader							
2.	Architects							
3.	Civil Engineers (E.g. Structural, Pavement, Geotech, Environment, Service Engineers etc.)							
4.	Electrical Engineers							
5.	Site Engineers etc.							
6.	Any other specialist/ expert etc.							

Note: (i) Proof of registration of all Architects with Council of Architecture shall be enclosed.

(ii) CVs of each personnel/expert shall be attached with their signatures and counter signed by the authorized representative of the firm.

Signature of Authorized
Signatory of Applicant (s)

Annexure- VII**List of Associated Consultants**

S. No.	Nature of Consultancy	Name & Address of Consultants	Name, Qualification & Experience of Staff	Important Projects Handled	Since When Associated with the firm
1.	Architect Consultant				
2.	Structural Consultant				
3.	Quantity/estimation Consultant				
4.	Geotech Consultant				
5.	Topographical and Contour Survey Consultant				
6.	Landscape & Horticulture Consultants				
7.	E & M Consultant				
8	Any other relevant consultants				

Note: (i) CVs of each personnel/expert shall be attached with their signature and counter signed by the authorized representative of the firm. Affidavit on Rs.100 stamp paper shall be submitted for proof of association for external experts.

Signature of Authorized
Signatory of Applicant (s)

FINANCIAL INFORMATION

1. Financial Analysis-Details to be furnished duly supported by figures in balance sheet/profit & loss account for the last five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be attached).

		Financial Years				
I.	Gross Annual turn over	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018

Note: In case the consultancy firm is unable to submit the turn over for the year 2017-2018 due to any reason, they should submit a certificate from a Chartered Accountant duly citing the reasons for non-submission of the turnover and provide the turn over for the year 2012-2013 instead.

- II. Solvency Certificate from
Bankers of Applicant. (To be attached on bank's letter head)

Signature of Authorized
Signatory of Applicant (s)

Signature of Chartered Accountant with seal

LIST OF CONSULTANCY WORKS COMPLETED DURING THE LAST 5 YEARS

S. No.	Type of Project	Name of Project	Brief Scope of the Consultancy work	Cost of Project	Cost of Consultancy Work	Name of Client Department	Date of start of		Date of completion of		Remark
							Consultancy Work	Civil Work (Project)	Consultancy Work	Civil Work (Project)	
(a)	Buildings										
	(i) Residential										
	(ii) Educational										
	(iii) Institutional										
	(iv) Commercial										

Note: Only top 5-10 high value and important works be given of each type of work.

Signature of Authorized
Signatory of Applicant (s)

Annexure-X

LIST OF CONSULTANCY WORKS IN HAND

S.No.	Type of Project	Name of Project	Brief Scope of the work	Cost of Project	Cost of Consultancy Work	Name of client Department	Date of start of Consultancy Work	Period of Consultancy Work	Special Features of the Projects	Remark
(a)	Buildings									
	(i) Residential									
	(ii) Educational									
	(iii) Institutional									
	(iv) Commercial									

Note: Only top 5-10 high value and important works be given of each type of work.

Signature of Authorized
Signatory of Applicant (s)

Annexure- XI

LIST OF RELEVANT SOFTWARE AND EQUIPMENT AVAILABLE WITH THE FIRM

S.No.	Name of Equipment/ Software	Type	Nos.	Year of purchase	Remarks
1.	Computers a) Desktops b) Laptops				
2.	Printers/Scanner/Plotters etc				
3.	Software (i) Auto CAD etc. (ii) STAAD Pro etc. (iii) Revit etc. (iv) Project Management Software etc.				
4.	Survey Equipment				
5.	Field Investigation Equipment				
6.	Lab Equipment				
7.	Any other relevant equipment/ software				

Signature of Authorized
Signatory of Applicant (s)

PARTICULARS OF LITIGATION/ARBITRATION CASES

S. No.	Name of the project under litigation	Name of Client	Amount of Litigation	Period of Litigation	Outcome of Arbitration/ Court	Remarks

Signature of Authorized

Signatory of Applicant (s)

PROFORMA FOR PERFORMANCE GUARANTEE

(ON NON-JUDICIAL STAMP PAPER OF APPROPRIATE VALUE)

B.G No.:

DATE:

To,
Project Manager
(BRIDCUL)
Haldwani.

1. In consideration of you, “BRIDCUL” having its head office at Opposite ITI Majra, Saharanpur Road Dehradun.-248001, (hereinafter referred as the “Corporation”, which expression shall, unless it be repugnant to the subject or context thereof include its, successors and assigns) having agreed to receive the Bid of Rs. (Rupees only) from M/s, (here in after referred to as the “Bidder” which expression shall, unless it be repugnant to the subject or context thereof include its, successors and assigns) for Providing Consultancy Services for Planning & Design of (hereinafter referred to as “the Project”) pursuant to the RFP Document dated issued in respect to the Project and other related documents hereinafter collectively referred to as “Bidding Documents”),

We, (Name of the Bank) having its registered office at, and one of its branches at(hereinafter referred to as the Bank) at the request of the Bidder do hereby in terms of clause 5.5 of the RFP Document, irrevocably, unconditionally and without reservation guarantee the due and faithful fulfillment and compliance of the terms and conditions of the Bidding Documents (i.e. the RFP Document) by the said Bidder and unconditionally and irrevocably undertake to pay forthwith to the Corporation an amount of **Rs. (Rupees.only)** as performance guarantee (hereinafter referred to as the “Performance Guarantee”) as our primary obligation without any demur, reservation, recourse, contest or protest and without reference to the Bidder if the Bidder shall fail to fulfill or comply with all or any of the terms and conditions contained in the said Bidding Documents.

2. Any such written demand made by the Corporation stating that the Bidder is in default of the due and faithful fulfillment and compliance with the terms and conditions contained in the Bidding Documents shall be final, conclusive and binding on the Bank.
3. We, the Bank, do hereby unconditionally undertake to pay the amounts due and payable under this Guarantee without any demur, reservation, recourse, contest or protest and without any reference to the Bidder or any other person and irrespective of whether the claim of the Corporation is disputed by the Bidder or not, merely on the first demand from the Corporation stating that the amount claimed is due to the Corporation by reason of failure of the Bidder to fulfill and comply with the terms and conditions contained in the Bidding Documents. Any such demand made on the Bank shall be conclusive as regards amount due and payable by the

Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding **Rs. (Rupees. only)**.

4. This Guarantee shall be irrevocable and remain in full force for a period of(.....) months from the date of signing of the contract agreement inclusive of a claim period of 60 (sixty) days or for such extended period as may be mutually agreed between the Corporation and the Bidder, and agreed to by the Bank, and shall continue to be enforceable till all amounts under this Guarantee have been paid.
5. We, the Bank, further agree that the Corporation shall be the sole judge to decide as to whether the Bidder is in default of due and faithful fulfillment and compliance with the terms and conditions contained in the Bidding Documents and the decision of the Corporation that the Bidder is in default as aforesaid shall be final and binding on us, notwithstanding any differences between the Corporation and the Bidder or any dispute pending before any Court, Tribunal, Arbitrator or any other Authority.
6. The Guarantee shall not be affected by any change in the constitution or winding up of the Bidder or the Bank or any absorption, merger or amalgamation of the Bidder or the Bank with any other person.
7. In order to give full effect to this Guarantee, the Corporation shall be entitled to treat the Bank as the principal debtor. The Corporation shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee from time to time to vary any of the terms and conditions contained in the said Bidding Documents.
8. Any notice by way of request, demand or otherwise hereunder shall be sufficiently given or made if addressed to the Bank and sent by courier or by registered mail to the Bank at the address set forth herein.
9. We undertake to make the payment on receipt of your notice of claim on us addressed to name of Bank along with branch address and delivered at our above branch which shall be deemed to have been duly authorized to receive the said notice of claim.
10. It shall not be necessary for the Corporation to proceed against the said Bidder before proceeding against the Bank and the guarantee herein contained shall be enforceable against the Bank, notwithstanding any other security which the Corporation may have obtained from the said Bidder or any other person and which shall, at the time when proceedings are taken against the Bank hereunder, be outstanding or unrealized.
11. We, the Bank, further undertake not to revoke this Guarantee during its currency except with the previous express consent of the Corporation in writing.
12. The Bank declares that it has power to issue this Guarantee and discharge the obligations contemplated herein, the undersigned is duly authorized and has full power to execute this Guarantee for and on behalf of the Bank.

(Signature of the Authorized Signatory)
(Official)

ANNEXURE-XIV

Details of proposed Technical & Administrative personnel deployed for this project.

S. No	Designation	Total No.	Name	Qualification	Professional Experience and Details of work carried out	Field of Expertise	Date since employed with the firm	Remarks
1	2	3	4	5	6	7	8	9
1.	Chief Architect/ Team Leader							
2.	Architects							
3.	Civil Engineers (E.g. Structural, Pavement, Geotech, Environment, Service Engineers etc.)							
4.	Electrical Engineers							
5.	Architect							
6.	CAD Operator/Draftsman							
7.	Site Engineers etc.							
8.	Any other specialist/ expert etc.							

Note: (i) Proof of registration of all Architects with Council of Architecture shall be enclosed.
(ii) CVs of each personnel/expert shall be attached with their signatures and counter signed by the authorized representative of the firm.

Signature of Authorized
Signatory of Applicant (s)

List of Associated Consultants

S. No.	Nature of Consultancy	Name & Address of Consultants	Name, Qualification & Experience of Staff	Important Projects Handled	Since When Associated with the firm
1.	Architect Consultant				
2.	Structural Consultant				
3.	Quantity/estimation Consultant				
4.	Geotech Consultant				
5.	Topographical and Contour Survey Consultant				
6.	Landscape & Horticulture Consultants				
7.	E & M Consultant				

Note: (i) CVs of each personnel/expert shall be attached with their signature and counter signed by the authorized representative of the firm. Affidavit on Rs.100 stamp paper shall be submitted for proof of association for external experts.

Signature of Authorized
Signatory of Applicant (s)

THE FINANCIAL QUOTE

S. No.	Schedule of Consultancy	Consultancy Fee in percentage of the estimated cost of the project (Excluding GST)
1.	Architectural Consultancy fee for preparation of DPR	
2.	Consultancy fee for supervision	

Seal of Consultant

Signature of the Consultant

Place:

Date:

