



राष्ट्रीय प्रौद्योगिकी संस्थान सिक्किम  
*National Institute of Technology Sikkim*

(AN INSTITUTE OF NATIONAL IMPORTANCE, GOVT. OF INDIA)

Ravangla Campus, Barfung, Ravangla, South Sikkim – 737139

*Tender No.69/NITS/works/CPWD/Shed-II/17-18/291*

*Date: 24.01.2019*

**Request for Proposal**

Proposals are invited for the engagement of Architect/Architecture Consultancy Firms for the work titled, “Construction of Shed-II (Prefabricated Structure)” in an approximate area of 9500 sq.ft. The estimated cost of the project is Rs.1.5 crore.

**Schedule of Work**

S.No.	Particulars	Area (approx.)
1	Architect/Architecture Consultancy Firms for the work titled, “Construction of Shed-II (Prefabricated Structure)”	9500 sq.ft

<i>Detailed Information</i>	
<b>Bidding System</b>	Two bid system: Technical Bid & Financial Bid (separate sealed)
<b>Tender Floating Date</b>	January 24, 2019
<b>Tender Closing Date &amp; Time</b>	February 05, 2019 at 05:30 PM
<b>Technical Bid Opening Date &amp; Time</b>	February 06, 2019 at 11:00 AM
<b>Financial Bid Opening Date &amp; Time (Tentative)</b>	To be notified later
<b>EMD (Earnest Money Deposit)</b>	<b>Rs. 7,500/- (Rupees Seven Thousand Five Hundred Only);</b> By Demand Drafts in favour of “The Director, NIT Sikkim” payable at State Bank of India, Ravangla Branch (IFSC SBIN0007218).
<b>Address for communication</b>	Dean P&D NIT Sikkim, Barfung Block, Ravangla, South Sikkim - 737139
<b>Tender Submission</b>	<b>Tender/Bid may be deposited in the tender box or submitted in the Administrative Block at Reception/Registrar office.</b>
<b>For any Clarification</b>	dicpd.nitskm@nitsikkim.ac.in
<b>Website</b>	www.nitsikkim.ac.in
<b>Number of Pages in the Tender Document</b>	<b>10</b>

**Dean P&D**

## 1. Scope of Work

To prepare architectural working drawings, structural drawing including services drawings-electrical, plumbing, sanitary, firefighting etc.and making revisions as per the requirements of NIT Sikkim till sketch/structural design are finally approved by the competent authority of NIT Sikkim and making preliminary estimate of the project.

- a) Development of a comprehensive plan, elevation, sectional views and 3-dimensional views for the classrooms and laboratory proposed at NIT Sikkim, Ravangla in consultation with the Dean planning & development or Director of the institute.
- b) Preparation of room wise equipment/furniture layout/furnishing. Equipment layout drawings to be at 1:100 or any other scale as per prior approval of the Engineer-In-Charge.
- c) Design of services like internal Electrifications and issue of detailed drawing.
- d) Design of services like plumbing and sewerage system as per NBC-2016 Norms with preparation of detailed executable drawing.
- e) Suggestions for cost effective materials, acoustic design, etc. as per need.

## 2. Submission of Bid:

Proposal may be submitted in two bid format:

### a) Part-I: Technical Bid

The envelope shall be marked as *Part-I: Technical Bid* shall contain the information/documents as per Annexure-III and One signed copy of RFP (Request for Proposal) document along with signed undertaking as per annexure – IV.

### b) Part-II: Financial bid

The envelope shall be marked as Part-II: Financial Bid will contain the consultancy fee for executing the job in the format enclosed at Annexure-V.

Part-I and Part-II has to be submitted in two separate sealed envelopes. The financial bid of only those architect/architectural firms shall be opened who qualify the technical bid.

## 3. Qualification Criteria:

The Architect/Architectural firm having following valid documents along with desired drawing of the abovementioned work will be qualified and considered for opening of their financial bid.

- a) Valid Registration with Indian Council of Architecture/Indian Institute of Engineering and Architecture. Copy of the Registration Certificate valid as on date should be enclosed.
- b) A performance deposit DD of Rs.7500/- drawn in favor of Director, NIT Sikkim needs to be submitted. The bid without performance deposit shall be summarily rejected.

- c) PAN card with Income tax returns Acknowledgement receipt for last 3 years to be submitted.
- d) GST registration details to be submitted
- e) The Architect/Architectural firm must be in practice/existence for at least five years. Intending applicants are required to submit their full bio-data giving details about their firm, experience, technical personnel, proven competence to handle major projects, in house computer aided facilities etc.
- f) The intending Architect/Architectural firm should have satisfactorily completed similar nature of the Works. (i.e. College and Hostel buildings) (Experience Certificate should be enclosed)
- g) The intending Architect/Architectural firm should have executed one project of Rs.1.5 Crore or two projects of Rs.75.0 lakhs each or three projects of Rs.50.0 lakhs each in past 3 years. (Experience Certificate should be enclosed)
- h) The intending architect/firm must be a profit making firm/entity.
- i) The firm must have minimum consultancy of Rs.5.0 lakhs per annum.
- j) Details of the works executed by the firm should be furnished along with the Experience certificates in the following format supported by copies of letter of award/completion certificates.

Name of the client:

Description of the project:

Project Cost:

Date of commencement:

Date of completion:

- i) The detailed drawing (colored, A3 size) of the work as per the scope of work mentioned in section-3 of this document should be enclosed. The bidder/applicant can refer Annexure-I and II where the drawing of the proposed site has been given.

**Note: The applicants have to fill up Annexure-III and all relevant documents should be enclosed.**

#### **4. Other Conditions**

- a) As the time is the essence of the contract agreement, the ability and competence of the applicants to render required services within the specified time frame will be the major factor while deciding the selection of the Architect/Architectural firm.
- b) The application shall be signed by the Architect or authorized person(s) on behalf of the firm having necessary authorization/power of attorney to do so. Each page of application needs to be signed for authentication (copy of power of attorney registered partnership deed of firm need to be furnished along with the application).

- c) The prospective applicant may visit the work site to understand the nature and scope of work with prior intimation to the authority of NIT Sikkim on or after 27<sup>th</sup> January 2019.
- d) NIT Sikkim reserves its rights to modify/amend/postpone/cancel/withdraw tender without any prior notice.
- e) Last date of submission of bid is 05.02.2019, 5:00 PM in the following address,  
**To,**  
**The Registrar,**  
**National Institute of Technology Sikkim,**  
**Ravangla, Barfung Block, South Sikkim**  
**PIN: 737139**
- f) A performance deposit of Rs.7500/- drawn in favor of Director, NIT Sikkim needs to be submitted along with its bid.
- g) The evaluation criteria shall be quality cum financial with 50 % weightage to both components.

#### 5. Evaluation Procedure:

- a) The Architect/Architectural firms who have qualified the technical bid shall be invited for presentation of technical submission/drawings/proposal.
- b) The technical bids, conceptual schemes and drawings and the Power point presentation by the Architects will be evaluated by a committee for maximum 100 marks.
- c) The financial bids of only technically qualified bidder will be opened
- d) The successful Architect/Architectural firm will be selected based on Combined Quality cum Cost Based System (CQCCBS)
- i) Under CQCCBS, the technical proposals will be allotted weightage of 50% and the financial proposals will be allotted weightage of 50%.
  - ii) Bid with the lowest quoted amount (L1) will be assigned a financial score of 100 and other bids will be assigned scores that are inversely proportional to their quoted amount.
  - iii) The total score, both technical and financial shall be obtained by weighing the quality and cost scores and adding them up.
  - iv) The calculation for arriving at the total combined score (Quality and Cost) is given below:

Marks obtained by a Bidder for the technical bid = M

Amount quoted by the lowest bidder = L1

Amount quoted by a Bidder = L

Points for Financial proposal of the bidder =  $(L1/L) \times 100 = F$

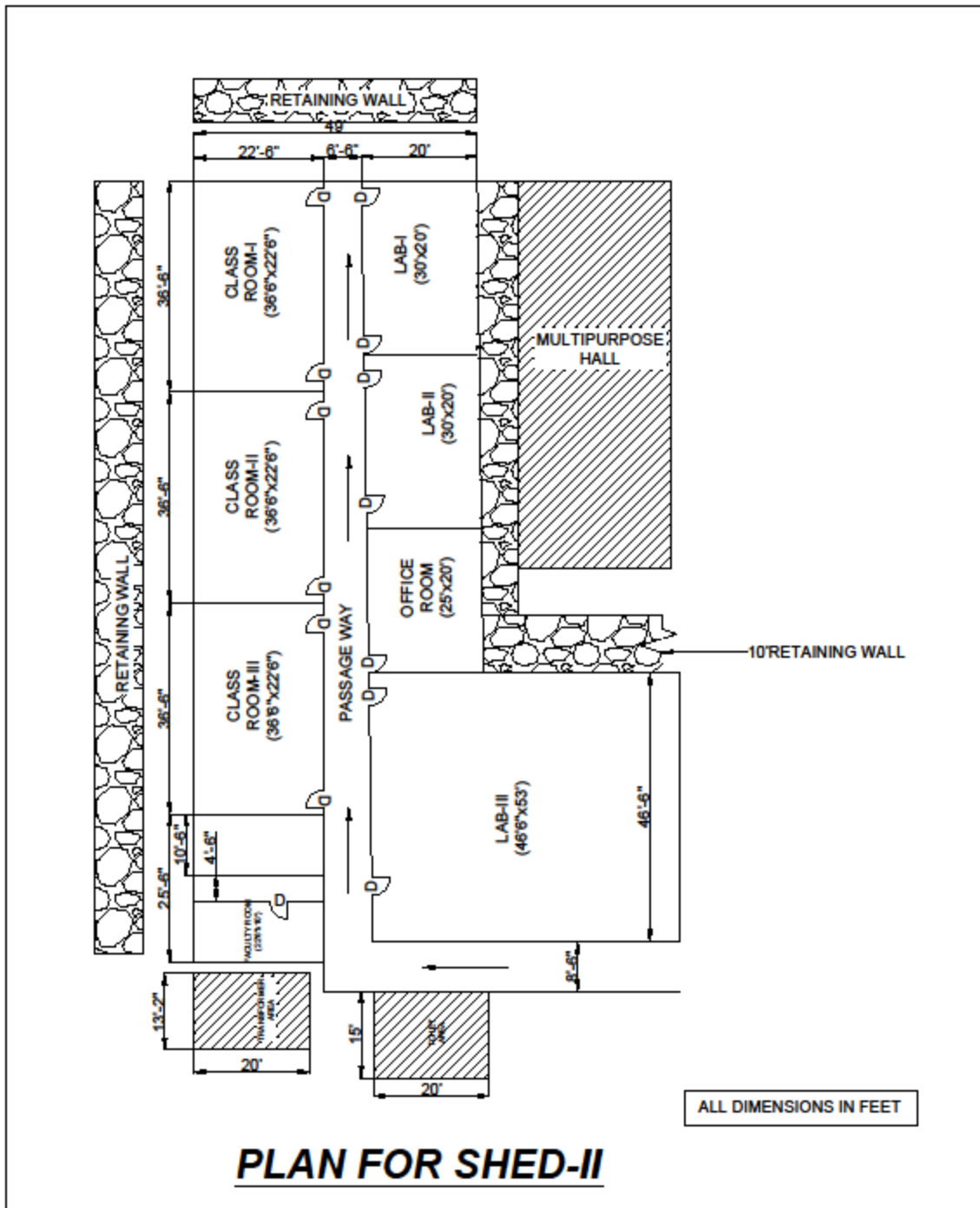
Combined technical and financial score (H) of the bidder =  $M \times 0.5 + F \times 0.5 = H$

- v) The combined technical and cost scores of all the bidders will be calculated as above and the bidder who secures the highest combined score H will be selected as the successful Architect.
  - vi) The contract will be awarded to the successful bidder at his/her quoted /negotiated amount.
- e) The authority of NIT Sikkim reserves the right to reject any bid or all the bids without assigning any reason.

**Registrar  
NIT Sikkim**

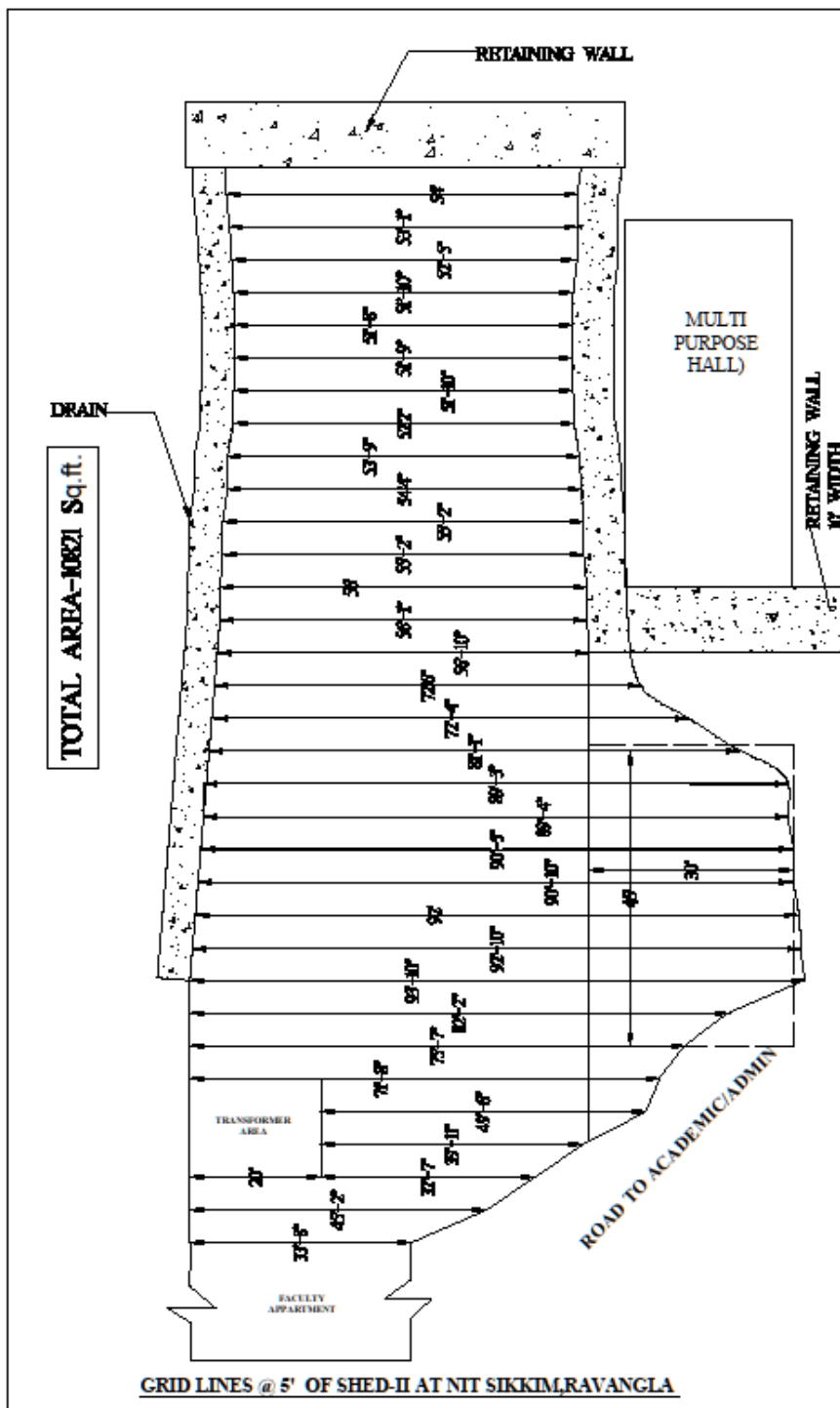
(Annexure-I)

**Proposed Plan for the Project**



(Annexure-II)

### Gridlines of Proposed Project Site



(Annexure-III)

**Part-I: Format for Submission of Technical Bid**  
(On the letter head of the Bidder)

S.No.	Particulars	Details/Enclosure No.
1	Name of the Firm	
2	Registration with Indian Council of Architects/ Indian Institute of Engineering and Architecture	
3	A performance deposit DD of Rs. 7500 /- drawn in favor of Director, NIT Sikkim needs to be submitted along with technical bid.	
4	Income Tax Returns Acknowledgement Receipt for last 3 years	
5	GST Registration Details	
6	The Architect/Architectural firm must be in practice/ existence for at least five years. Intending applicants are required to submit their full bio-data giving details about their firm, experience, technical personnel, proven competence to handle major projects, in house computer aided facilities etc.	
7	The intending firm should have satisfactorily completed similar nature of the Works. (i.e. College and Hostel) (Experience Certificate should be enclosed)	
8	The intending firm should have executed one project of Rs. 1.5 Crore or two projects of Rs. 75.0 lakhs each or three projects of Rs. 50.0 lakhs each in past 3 years.(Experience Certificate should be enclosed)	

**NOTE:**

- a) All the Details for the above should be filled and necessary Registration/Experience certificates and other documents should be enclosed.
- b) Details of the works should be furnished along with the Experience certificates in the following format supported by copies of letter of award/completion certificates issued not lower than Executive Engineer

Name of the client:

Description of the Project:

Project Cost:

Date of commencement:

Date of completion:

**Signature & Seal of the Firm/Company/Agency**



(Annexure-IV)

**Undertaking**

(On the letter head of the bidder)

To  
The Director  
NIT Sikkim

**Sub: Undertaking for Tender:69/NITS/Works/CPWD/Shed-II/17-18/291;Date: 24.01.2019**

**Dear Sir,**

This is to undertake that I / We, owner(s) of M/s ....., of (name of city) have read the above mentioned Tender document and have fully understood the Terms & Conditions and their implications. We undertake that if I/We am/were given the contract, I/We will abide by all the Terms & Conditions etc. of the tender in letter and spirit.

Signed by  
(Name)

Authorized Signatory of M/s .....

Official Stamp:

Date:

Place:

(Annexure-V)

**Part-II: Financial Bid**  
(On the letterhead of the bidder)

(The envelop shall be marked Part-II- i.e. Financial Bid will contain consultancy fee for executing the job in the format enclosed).

**NAME OF THE WORK: Providing Architectural consultancy services for the work “Construction of Shed-II (Prefabricated Structure)” in an approximate area of 9500 sq.ft. The estimated cost of the project is Rs.1.5 crore.**

Name of the Firm/Architect:

Address:

I/we hereby agree to render consultancy services for the project as defined in the tender documents and also agree to abide by all the terms and conditions put forth in the said tender documents enclosed and my/our fee for the above all services will be ..... % (..... percent on (Estimated Contract Value). + GST (extra). The above fee shall remain firm till the completion of the project in all respect.

**Performa for direct payment/transfer to bank account by NIT Sikkim**

S.No.	Particulars	Information
1	Firm (Beneficiary) Name	
3	Complete Bank Account No. of the Firm (beneficiary)	
4	Bank Name & Address	
5	IFSC Code no.	
6	Mobile no (for SMS)	
7	Email ID (for information)	

*\*Please enclose a cancelled cheque to confirm the above details.*

We undertake that all information provided above is correct and NIT Sikkim will not be responsible in case of any error on the part of firm.

**Signature & Seal of the Architect/Firm/Company/Agency**