

## NOTICE INVITING TENDERS

Applications are invited from the practicing reputed and registered Agencies/Architects who are well conversant with the local building bye laws of National Capital of Delhi and he or she shall be engaged for providing comprehensive architectural and consultancy services for renovation/interior work of Auditorium Block i.e. replacement of Chairs, Sound System, Central AC Pipe fittings and Civil Work etc. in the NCUI Auditorium at NCUI Campus, Plot No. 3, Siri Institutional Area, August Kranti Marg, Delhi-110016. Agencies/Architects having their office in Delhi-NCR and have experience of similar works in the last 5 years are eligible to apply.

Detailed Tender document of the above said work can be obtained by depositing of Rs. 2000/- only from the office of the Executive Director (Estate), NCUI, on any working day from 10.00 am to 4.00 pm from 20<sup>th</sup> to 30<sup>th</sup> October, 2023 and be submitted along with necessary documents as required by 31<sup>st</sup> October, 2023 at 2.00 pm.

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| Scope of work   | a. Renovation/Interior work of Auditorium Block i.e. replacement of Chairs, Sound System, Central AC pipe fitting and Civil Work etc.<br>b. Detailed Architectural and Engineering Consultancy services, viz. collection of all required data, Design, Drawings, Preliminary & detailed estimate, Preparation of Detailed Project Report (DPR) including its approval from concerned & statutory authorities, preparation of BOQ, Technical Specifications and market rate Justification along with rate analysis & quotations for fixing of Construction/executing agencies, issuing Good for Construction drawings and details, providing technical assistance during execution and completion of the work, Obtaining functional and completion certificate from concerned & statutory authorities etc. as required. |
| Estimated cost  | Rs. 3.00 Cr. (Approx.)   |
| Validity of Tender  | 60 days from the last date of submission.  |
| Time Period for Completion of Work  | 4 Months<br>1 Month Grace Period (15% Penalty on Architect Fees)   |
| Earnest Money Deposit (EMD)   | Rs. 50,000/- in the form of Demand Draft (DD)  |
| Non-refundable Cost of Tender   | Rs. 2,000/- Cash   |
| Last Date & Time for submission of Tender Document with Technical & Financial Bid | 31 <sup>st</sup> October, 2023 at 02:00 PM   |
| Date & Time of Technical Bid open   | 31 <sup>st</sup> October, 2023 at 03:30 PM   |
| Technical Presentation  | Date & Time will be intimated later  |
| Financial Bid Open  | Will be intimated later after qualifying the Technical bid   |

## **INSTRUCTIONS TO BIDDERS**

### **1. GENERAL**

- (i) Name of the work is "Renovation/Interior Work of Auditorium Block i.e. replacement of Chairs, Sound System, Central AC Pipe fitting and Civil Work etc.". Estimated cost of the Project is Rs. 3.00 Cr approx.
- (ii) Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting the tender and obtain all necessary information which they feel is necessary to submit in their tender document.
- (iii) The bidders are advised to quote their consultancy fee for executing the job in the format.

### **2. SUBMISSION OF TENDER**

Tender shall be submitted in two parts in the following manners: -

i) "Part-I- Technical Bid"

The envelope shall be marked Part-I- Technical Bid and shall contain the required information/ documents.

ii) "Part-II- Financial Bid"

The envelope shall be marked Part-II- i.e. Financial Bid will contain consultancy fee for executing the job in the format enclosed. No condition i.e. deviations / assumptions / stipulations / clarifications / comments / any other request whatsoever should be imposed. The conditional offers will not be entertained.

### **3. QUALIFYING CRITERIA**

1. Agency/Architect must have valid registration from Council of Architecture with minimum experience of 05 (Five) years.
2. Agency/Architect must have PAN and GST Registration No.
3. Average Annual Financial Turnover on Architectural/Consultancy works during the last three financial years, i.e., 2020-21, 2021-22 & 2022-23, should be at least 10% of Estimated Cost of the Project each year.
4. Agency/Architect should have the experience of completion of similar works during last 5 years ending last day of month previous to the one in which tenders are invited should be either of the following:

- a) Three similar completed works each costing not less than the amount equal to 40% of the estimated cost, OR
- b) Two similar completed works each costing not less than the amount equal to 60% of the estimated cost OR
- c) One similar completed works each costing not less than the amount equal to 80% of the estimated cost

#### **4. OTHER CONDITIONS TO BE FULFILLED BY THE TENDERERS**

The tenderers also essentially required to fulfill the following conditions. (submit relevant documents along with their offers):

- i) Detail of projects executed by the tenderers along with award & completion certificate which is done by them.
- ii) Registration certificates, IT returns, Service tax details.
- iii) Should enclose the Partnership deed in case of partnership firms and Article of Association in case of limited company.
- iv) Should enclose the Power of Attorney in favour of person who has signed the tender documents. In case of company, the authority to sign the tender document is to be given under Board resolution.
- iv) Should also have adequate in-house facilities for structural designing and other related services like civil, renovation/interior work of Auditorium including replacement of Chairs, Sound System, Central AC Pipe fitting, retrofitting, fire-fighting, plumbing, sanitary, electrical, Civil Work etc. or should have experienced associates on their panel.
- v) Any other important information which the firm may like to submit in support of their technical competence such as MoU with other specialist consultants.

#### **5. VALIDITY OF OFFER**

Tender submitted by tenderers shall remain valid for acceptance for a minimum period of 60 days from the date of opening of the tenders. The tenderers shall not be entitled during the said period of 60 days, to revoke or cancel their tender or to vary the tender given or any term thereof, without the consent in writing of the NCUI. In case of tenderers revoking or canceling their tenders or varying any terms in regard thereof without the consent of the NCUI in writing, NCUI shall forfeit Earnest money paid by them along with their tender without giving any notice.

#### **6. ACCEPTANCE/REJECTION OF TENDER**

- i) NCUI does not bind itself to accept the lowest tender.
- ii) The NCUI also reserves the right to accept or reject any or all

- tenders without assigning any reason whatsoever.
- iii) NCUI also reserves the absolute right to reject any or all the tenders at any time solely based on the past unsatisfactory performance by the bidder(s) the opinion/decision of the NCUI regarding the same shall be final and conclusive.
  - iv) It will be obligatory on the part of the tenderer to sign the tender documents for all the components & parts.
  - v) Tenders received without EMD/inadequate EMD, and without the requisite Tender Fee shall be summarily rejected.
  - vi) After the work is awarded the Agency/Architect will have to enter into an agreement as per proforma provided by the NCUI for work awarded, on a non-judicial stamp paper of requisite value at its/his own cost within ten days from date of receipt of acceptance order or before the work is undertaken.