



INDIAN INSTITUTE OF PUBLIC HEALTH GANDHINAGAR (IIPHG)

OPEN TENDER

Tender No.:

IIPHG/Engineering/Tender/NH- ARCHITECT/2022-23/01

**TENDER
FOR SELECTION OF
ARCHITECT FOR
CONSTRUCTION OF HOSTEL BUILDING
AT IIPHG UNIVERSITY CAMPUS**

Date for uploading Tender on IIPHG Website: **22nd January, 2023**

Cut of Date for downloading Tender from Website: **6th February, 2023**

Last date for submission of Tender Bid: **9th February, 2023
(up to 3:00 PM)**

Indian Institute of Public Health Gandhinagar (IIPHG)

Opp. Air Force Head Quarters, Nr. Lekawada Bus Stop,
Gandhinagar – Chiloda Road, CRPF PO., Gandhinagar - 382042

Tel +91 079-66740700 | **Web** www.iiphg.edu.in

1. INTRODUCTION

1.1. Purpose of inviting tender

The campus of Indian Institute of Public Health Gandhinagar is located at Gandhinagar, Gujarat. To provide on campus accommodation facility to the students, IIPHG wants to construct a hostel building.

The purpose of this Tender is to hire the Architect for the Construction of Hostel Building at Indian Institute of Public Health Gandhinagar (IIPHG) University Campus.

The Tender submitted must only be in the format as mentioned in this document. Bidders are required to submit a detailed Proposal (20 pages max) clearly indicating Deliverable, Timelines and Budget. The Proposal received, will be reviewed by the designated Committee formed for this purpose at IIPHG.

1.2. About IIPHG.

Indian Institute of Public Health Gandhinagar (IIPHG) is India's first Public Health University formed under The IIPHG Act 2015 of Gujarat State. The Indian Institute of Public Health Gandhinagar (IIPHG) is working towards building a healthier India.

It's state-of-the art green campus is spread over 50 acres' land in Gandhinagar, Gujarat with world-class research facilities and laboratories.

The current infrastructure at IIPHG campus includes following buildings.

Sr. No.	Building	Floors
1	Utility Building	Ground Floor
2	Admin. Building	LGF + GF + 2
3	Dining and Library	G + 2
4	Hostel	LGF + GF + 6
5	Student Centre	GF + 1

IIPHG is offering Full Time Courses. Details of Courses being offered are as follows.

- Master of Public Health (MPH): 2 year full time course.
- Master of Hospital Administration (MHA): 2 year full time course.
- Post Graduate Diploma in Public Health Management (PGDPHM): 1 year fulltime course having nomination from State Government.

1.3. Key Dates

Schedule of Tender Processing (Key Dates)

	Tender Inviting Authority	Indian Institute of Public Health Gandhinagar (IIPHG) Opp. Air Force Head Quarters, Nr. Lekawada Bus Stop, Gandhinagar – Chiloda Road, CRPF PO., Gandhinagar –382042	
Sl. No.	Description	Date	Time
1.	Release of Tender on IIPHG Website and Tender Notice in local Newspaper	22 nd Jan., 2023	
2	Visit to IIPHG Campus	23rd Jan., 2023 to 31st Jan., 2023 (On Working days only. With prior appointment only).	On working days of IIPHG. Between 10:00 AM to 4:00 PM. Only with prior appointment. For appointment, please email to tender@iiphg.org
3.	Last date for receiving queries, if any	2 nd Feb., 2023	Up to 5:00 PM
4.	Response of queries received will be put on IIPHG website	3 rd Feb., 2023	By 5:00 PM
5.	Cut of date for downloading Tender	6 th Feb., 2023	By 5:00 PM
6.	Last date for submission of Tender	9 th Feb., 2023	By 3:00 PM
7.	Opening of Tender Box and Technical Bids (Authorized representatives of bidder may remain present for opening of Tender Box)	9 th Feb., 2023	At 3:30 PM
8.	Intimation to the bidder who qualify in the Technical Bids	14 th Feb., 2023	By 4:00 PM
9.	Interview of Qualifying Bidders	16 th Feb., 2023	Time will be communicated to the qualifying bidders
10.	Opening of Financial Bids (Authorized representatives of Agencies may be present for opening of Financial Bids)	17 th Feb., 2023	11:00 AM
11.	Issue of Letter of Intent/Award/Agreement	As per decision of IIPHG Management	

2. Eligibility criteria: The qualifying / eligibility criteria are given below:

- a) The bidder must have Permanent Account Number (PAN).
- b) The bidder must have Goods & Service Tax (GST) Registration.
- c) The bidder should be registered member of the Council of Architecture (COA).
- d) **Tender Fee:** The interested bidder will have to deposit Tender Fee Rs. 2,360/- (Rupees Two Thousand Three Hundred Sixty). This is non-refundable. The tender fee is to be submitted in form of **Demand Draft only**. Demand Draft should be in favour of "**Indian Institute of Public Health Gandhinagar**", payable at Gandhinagar, Gujarat. **Tender Fee submitted in any other form will not be considered and the bid will be summarily rejected.**
- e) The bidder should have at-least five **(5) years'** experience of providing architectural services and should have at-least completed **seven (7)** construction projects related to office buildings, residential, commercial, hospital, institutional buildings etc. during the above mentioned five (5) years., amounting to total project value (for each project) of **Rs. 10/- crores**, (including construction and all related costs).
- f) The minimum revenue from the business income should be **Rs. 50,00,000/- (Fifty Lakhs only) during each financial year**, for last three (3) financial years ending 31.03.2022. Please submit Copy of audited Profit & Loss Account and Balance sheet for the last 3 assessment years.
- g) The bidder should have adequate number of technical staff including consultants for MEP with IT, Networking, CCTV etc., Air-Conditioning works, fire-fighting works, liaisoning work etc. working with him for preparation of drawings, estimate, supervision of work, checking of bills etc. (Details to be submitted).
- h) The applicants need to be Members of the Indian Institute of Architects/Institution of Engineers of consultancy or any other professionally recognized institutes.

3. Terms of References (TORs) / Scope of Work (SOW):

During the assignment, the architect will be responsible for completion of the below mentioned Terms of Reference (TOR) / Scope of Work.

Tentative details of the proposed Hostel Building are as follows.

- Approximate Construction Area: 4,600/- sq. meter
- Approximate Floors: Ground Floor + Five Floors

- The proposed hostel building should be similar to that of existing hostel with suggested changes (common toilet-bathing facility, double occupancy accommodation, etc.).

3.1 Design Consultants' Scope of work –

- Providing all design / drawings / details in hard as well as soft copies as per requirements of client at design and execution phases.
- Submission of all design / execution reports and complete set of “Good for Execution” drawings (Soft / hard copies) after the completion of execution work.
- Provide value engineering services throughout the project duration.
- Preparation and submission of cost estimate in detail at all design phases.
- All designs should meet the prevailing government and/or local authorities' regulations.
- Provide quality certification of work done by all contractors/agencies.

3.1.1 Architectural Design:

- Site analysis – Visit the site location and carry out geo-technical investigation / analysis of existing situation for design preparation.
- Preparation of a list for space/facilities required in consultation with client.
- Preparation and presentation of concept design options with 3D images along-with its' tentative cost estimate to client.
- After finalization of the design of the spaces, submission of detail estimate of the finalized design.
- Based on finalized concept design, working out Construction Drawings and issue the same in stages for the execution of construction work.
- Preparation of all interior space and furniture layout planning (at concept as well as execution level).
- Preparation of all external area development (including soft as well as hard landscape) at concept as well as execution level.
- To visit site at various levels of construction for inspection, so as to see that the work carried out is as per the construction drawings issued.
- In case, contractor or/and Site Engineer need some clarifications regarding the details given will be discussed during site visit and necessary

information to be provided.

- Suggestion and selection of all types of civil and services' finishes, interior items, etc. as per requirements of site and client team.
- Coordinating with all sub-consultant agencies like "Structural Consultant", "Liaisoning Consultant", "MEP Consultant" etc., to work under their purview at various stages of construction work.
- Submission of recommendation regarding maintenance methods for building after completion of project.
- **The Architect has to submit following certificates:**
 - Minimum 50 years' structural life of Building
 - Fire safety of building
 - Structural stability of building
 - Completion certificate

3.1.2 Structural Design:

- Preparation and submission of Design basis reports.
- To work out alternative structural systems and finalize anyone considering architectural parameters.
- To prepare final Structural Drawings for the execution of the project.
- Site visits at different stages for inspection / checking the work and guiding Engineer-In-Charge or Contractor for the interpretation of queries of Structural Drawings.
- Submission of structural stability and safety certificate of the building after the completion of execution.

3.1.3 Electrical Design:

- Analysis of the basic requirements to be provided in the project.
- Preparation and submission of design basis reports.
- Preparation of preliminary Schematic options of Electrical Designs & Drawings.
- Based on finalized options, preparation and submission of detailed Electrical Designs/selection and Drawings.
- Electrical planning shall include all electrical systems after Electricity Company Meter including Electrical Load Demand forecast, LT panels,

Voltage stabilizer planning, Generator planning, Cabling, Earthing, Lighting / A.C. / Power distribution boards, lighting wiring system, External Lighting planning, Telephone, Computer, T.V. system wiring planning, solar system, hot water system, Lift, etc.

3.1.4 Water supply & Drainage Design:

- Assessment of the water supply requirement, waste water disposal, Sewage system, and storm water system based on the local bye-laws / practices adopted.
- Preparation and submission of Design basis reports.
- Preliminary design options for internal and external water supply and drainage system as per the requirement of the project.
- Based on finalized design options, preparation and submission of details design / drawings.
- Analysis of C P Faucets and sanitary ware for minimal consumption of water & energy meeting the prevailing codes / standards.
- Design of treatment for available water source, if required or as per requirement of project or client.
- Design of various system for water conservations, treatment, reuse / dispose as per the prevailing government norms.
- Design of complete fire detection, alarm and fighting system for the project. It should include complete process of approval through concerned government / local authority.

3.2 Government Liaisoning work:

- Coordination with all applicable government / local authorities to get necessary approvals related to design and execution of projects.
- Prepare and submit all requisite reports / design / drawings to concerned government / local authorities / departments for getting approvals / permission at all stages of work.
- Assisting client with respect to procedure, cost and timeline to be followed to get the respective approvals / permission from governments.
- Getting all process done for permission of construction to building use permission including Fire NOC, Lift license, Electrical installation certificate, approval form Pollution Control certificate etc., from respective Municipal Corporation / local government authority.

- During design and construction phases, assist client in responding to any query / notice, if received, from any government authority / departments related to project.

3.3 Tendering and bill certification for Civil Works Contract:

- Based on the approved design preparation and submission of Tender documents along with Technical specification, Schedule-B (Bill of Quantities), Items detail specifications, etc. required for appointing of Civil, Electrical, Plumbing and Fire Fighting agencies.
- Conduct pre bid meeting, assistance in floating the tender, solving technical queries, evaluate the bids and make recommendations of contractor for award of contract.
- Scrutinize the contractors' bills submitted as per work-done and certify them for further process.

3.4 Legal compliance: Architect Firm will be responsible for compliance of all applicable legal issues with contractor / local bodies etc., as per all applicable law.

- Architect will also be responsible to ensure that the Contractor completes his work within approved time limit.
- In-case of any dispute arising between the client and the contractor, the Architect will help in resolving the issue in amicable way.

3.5 General Terms:

- All meetings related to project work will be held at IIPH office at Gandhinagar.
- There should be single point of contact from Design consultants side at all stages of work.

4. INTEREST FREE SECURITY DEPOSIT

Selected Architect will have to pay **Rs. 50,000/- (Rupees Fifty Thousand only)** towards Security Deposit. This Security Deposit will be Interest Free and will be returned within 30 days of receipt of Building Use (BU) Permission.

5. PAYMENT SCHEDULE

IIPHG will make payment to selected architect, on receipt of Invoice with all necessary supporting documents as follows:

Sr. No.	Stage	Payment Terms
1	On finalization of the concept drawing and design.	1 st Instalment: 10% of Contract value
2	Submission of detailed specification, BOQ, detailed architecture working design, estimate of cost to invite tenders	2 nd Instalment: 10% of contract value
3	On completion of Civil Work (In proportion to payment being made to Civil Work Contractor)	3 rd Instalment: 10% of contract value: On Selection of Contractor
4		4 th Instalment: 20% of the contract value: when the construction reaches RCC Frame Structure including masonry and plaster work done
5		5 th Instalment: 15% of the contract value: on completion of MEP services in Building work.
6	On completion of Project Work	6 th Instalment: 15% of the contract value: On completion of the finishing work in the building
7	After receipt of as-built drawings, BU Permission, other Govt. Approvals and release of B.G. and S.D. to the executing contractor.	7 th Instalment: 20% of the contract value

6. GUIDELINES FOR SUBMITTING PROPOSAL

6.1. Preparing the Technical Proposal

The bidder is required to submit a Technical Proposal and a separate Financial Proposal.

6.1.1. Technical Proposal Submission Format:

The Proposal should follow the format given below (but not necessarily limited to the following) and should be in English and formatted on standard A4 paper with single space, 12-point font Times New Roman and each page numbered consecutively. The proposal should capture the following information, with a maximum of 20 pages including references.

6.1.2. Organization profile

- a. Name and address of the Organization.
- b. Year of establishment.
- c. Legal status of the Bidder: whether bidder is proprietorship firm, partnership firm, registered company etc. and details there of (e.g. – name(s) of proprietor, partners, Managing Directors, Chief Executive Officers, key authorized person)
- d. Principal nature of activities undertaken.
- e. Organizational structure
- f. Communication details of the Bidder: mailing address, telephone and fax numbers, email address, etc.

6.1.3. Past Experience

- a. Past experience documents (enclose copy of work completion certificate issued by the client).
- b. Name and addresses of institutions/organizations for which the Bidder has been providing similar service. (Indicate key person's name and contact details of such institutions/organizations).
- c. Reference letter for satisfactory services, for current and past contracts.

6.1.4. Financial Status of the Bidder

- a. Total revenue and expenditure of the Bidder for the past three fiscal years.
- b. Copy of audited Profit & Loss Account and Balance sheet for the last 3 assessment years (F.Y. 2019-20, 2020 – 21. 2021 – 22) in support of the Financial Status.

6.1.5. Tender Fee

The interested bidder will have to deposit Tender Fee Rs. 2,360/- (Rupees Two Thousand Three Hundred Sixty). This is non-refundable. The tender fee is to be submitted in form of Demand Draft only. Demand Draft should be in favour of “Indian Institute of Public Health Gandhinagar”, payable at Gandhinagar, Gujarat. Tender Fee submitted in any other form will not be considered and the bid will be summarily rejected.

6.1.6. Income Tax Details

Whether the organization is exempted from Income Tax? If yes, please furnish the exemption certificate number and date up to which exempted. A copy of exemption certificate is to be attached.

If no, furnish PAN/TAN/GST number, the copy of the latest Income Tax returns and assessment order.

6.2. Preparing the Financial Proposal

- a) The Financial Bid should be given as per the specification and items mentioned in the attached Financial Bid.
- b) The Financial Bid should cover the entire cost of the requested services, including personnel to be involved, their time commitment, travel cost, material cost including stationary, printing, communication cost, equipment cost, institutional overhead and all the related costs.
- c) Filled GST Declaration Form and GST Details Form
- d) The applicable taxes should be shown separately.
- e) The Financial Bid will be evaluated only if the bidder qualifies based on the assessment of the Technical proposal.

6.3. Submission of Bids

- a. The Bidder shall submit a **sealed cover** consisting of these two sealed envelopes with a clear label for each:
 - i. **Technical Proposal (with Tender Fee)**, super scribing on the right hand side top of the cover as “Technical Bid” (2 copies).
 - ii. **Financial Proposal**, super scribing on the right hand side top of the cover as “Financial Bid” (2 copies).
- b. All the pages of the Technical and Financial Proposal shall be duly signed by the Authorized Signatory of the Bidder before submission. Corrections, if any shall be counter signed.

6.4. General Instructions and Terms and Conditions

- a. The proposal along with all the correspondence and documents exchanged by the Bidder and IIPHG shall be written in English language.
- b. **Amendments to the Tender:** The designated committee at IIPHG reserves every right to amend any of the tender

conditions or a part thereof, before the last date for the receipt of the Tender, if necessary. Amendments, if any, would be put on the website. The decision of extending the due date and time for the submission of Tender documents on account of amendments will be the sole discretion of IIPHG.

- c. **Reserved Rights:** IIPHG reserves the following rights with regard to this Tender:
- (i) To cancel this Tender at any stage without assigning any reason.
 - (ii) To disqualify any Applicant(s) based on Applicant(s) failure to follow solicitation instructions
 - (iii) IIPHG reserves the right to waive any deviations by Applicants from the requirements of this solicitation that in IIPHG's opinion are considered not to be material defects requiring rejection or disqualification; or where such a waiver will promote increased competition;
 - (iv) Extend the time for submission of all Tender responses after notification to all Applicants;
 - (v) Terminate or modify the Tender process at any time and re-issue the Tender to whomever IIPHG deems appropriate;
 - (vi) IIPHG reserve the right to select and negotiate with those applicants it determines, in its sole discretion, to be qualified for competitive proposals and to terminate negotiations without incurring any liability;
 - (vii) IIPHG reserves the right to negotiate the fee or issue an award based on the initial evaluation of Applicants without discussion;
- d. No proposal shall be accepted unless it is properly sealed. The bidders shall not be allowed to fill in or seal their proposal at the IIPHG office. The documents should be sent by speed post/registered post/courier or hand delivered.
- e. If the envelope is found to be open, not sealed and not marked as instructed above, IIPHG will not be responsible for misplacement or premature opening of the proposal submitted. Any proposal opened prematurely due to this cause shall be rejected.

- f. The bidder is advised to attach any additional information that is considered necessary in regard to establish the capabilities. No further information will be entertained after submission of application unless it is required by IIPHG. IIPHG, however, reserves the right to call for additional information and clarification on information submitted by the bidders.
- g. Proposals must be received by IIPHG at the address specified not later than the date and time specified in the Invitation of Tender. In case the specified date for the submission of proposal being declared holiday by the IIPHG, the same will be received on next working day with the same specified time. Proposals received after the due date and time specified will automatically be rejected.
- h. **Withdrawal of Proposals:** Applicants may withdraw proposal by written notice, in-person or email received at any time before last date and time of submission of tender.
- i. **Last date for submission of the Tender:** The last date for submission of complete Proposal with all supporting documents (by hand or by post) is **9th February, 2023 by 3:00 PM**. Any Proposal received after this prescribed time will not be entertained. IIPHG will not be responsible for any loss in transit or postal delay.
- j. **Opening of Technical Bids:** Sealed tenders received up to **9th February, 2023, by 03:00 PM** will be taken up for opening. Tender received after specified date and time will not be accepted. IIPHG reserves the right to disqualify any of the Tender in case it is not satisfied with the documents furnished or otherwise without assigning any reasons thereof. **The Technical proposal will be opened on 9th February, 2023 by 3:30 PM** at IIPHG, address as mentioned. A representative from each Bidder is invited to be present.
- k. **Opening of Financial Bids:** The Financial proposals of only those Bidders qualifying on the basis of the assessment of Technical proposals will be opened **on 17th February, 2023** at IIPHG, address mentioned above. A representative from each qualifying Bidder may be present.

- l. Any efforts by bidders to influence the IIPHG personnel or representatives on matters relating to the tender, in the process of examination, clarification, evaluation and comparison of proposal and in decision concerning award of contract, shall result in the rejection of the Bidder's proposal. Failing to execute the contract Agreement within the said period may result in termination of contract and award of the same to other contractor at the risk and cost of the contractor.
- m. The person to sign the contract agreement shall be duly authorized.
- n. The NIT shall not bind IIPHG in any way whatsoever to offer any job to the applicant if it is decided to abandon the NIT.
- o. IIPHG assures that the documents and presentations by the applicants will be kept strictly confidential and will not be used for any purpose other than the process of selection of the final applicant. All documents created/prepared during the assignment by the selected application shall be the property of IIPHG and they will have the rights associated with such documents.
- p. **Offer Verification:** IIPHG may contact applicant to confirm contact person, address, bid amount and to confirm that the bid was submitted for this solicitation.
- q. **Conflict of Interest:** Applicants must provide disclosure of any past, present or future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award. Failure to provide full and open disclosure may result in IIPHG having to re-evaluate selection of potential Applicants.
- r. **Arbitration:** Should any dispute arise; it may be referred to an Arbitrator appointed by mutual consent. The place of Arbitration shall be Gandhinagar, Gujarat.
- s. The cost of travel and stay of the officials from bidders for attending meetings with IIPHG will be met by the respective bidder.
- t. All queries/correspondences pertaining to this NIT will be done through IIPHG Tender email i.e. tender@iiphg.org

Hard copies of the Proposals should be addressed to:

The Committee Chairman

IIPHG/ Engineering / Tender / NH- ARCHITECT/2022 - 23 / 01

INDIAN INSTITUTE OF PUBLIC HEALTH GANDHINAGAR

Opp. Air Force Head Quarters, Nr. Lekawada Bus Stop,
Gandhinagar – Chiloda Road, CRPF PO., Gandhinagar – 382042

7. EVALUTION OF PROPOSAL

7.1. Designated Committee

A designated committee formed by IIPHG would first examine the Technical bids based on the details provided in the Tender document for those Agencies who are short listed as per the qualification criteria. The Financial bids would be assessed only for those agencies whose technical bids are considered to be adequate and secure minimum Technical qualifying marks as mentioned in paras below.

7.2. Selection of Agencies

- a. **Administrative Screening:** The designated committee will do the administrative screening of all the qualifying Technical bids. Technical bids meeting all the pre-qualification criteria will be considered for Technical Evaluation. The technical bids which do not qualify administrative screening will be summarily rejected.
- b. **Technical Evaluation:** Technical bids qualified in the Administrative Screening will be considered for Technical Evaluation. The designated committee will evaluate all the Technical proposal of the agencies. The agencies are required to score a minimum qualifying marks of **70 points out of 100 which will be recalibrated out of 80 in the technical proposal in order to qualify for interview.**
- c. **Interview cum Presentation:** The agencies qualifying in the Technical Evaluation will be called for interview cum presentation. The designated committee will evaluate the presentation and interview and give marks out of 20.
- d. The top 5 agencies with highest consolidated score in Technical Evaluation and Interview cum Presentation will be considered for opening of the Financial Bids.

All the top 5 agencies will be considered at par and among these 5 agencies, the bidder with lowest commercial bid will be considered for final negotiation and award of the contract.

- e. If the lowest bidder does not accept the offer, negotiation will be done with L2 bidder and so on.
- f. The submitted proposals will be valid for 60 days from the “Last date of submission of Tender”. IIPHG will make its best effort to select the Agencies within this period.

7.3. Technical Evaluation (80)

Technical evaluation shall be carried out based on the following:

Sr. No.	Evaluation Criteria	Maximum Score
1	Years of work experience in Architect Services	10
2	Types of Projects completed (Educational Institutes, Residential, Hotel & Hospitality, Industrial and all others)	35
3	Financial Value of Projects completed	35
4	Organizational Structure and staff strength	10
5	Brief about understanding of our requirement	10
	Total Score	100

Note: Score received out of 100 will be recalibrated to out of 80.

Technical Evaluation criteria are given at Annexure -

7.4. Interview (20)

Those agencies who will qualify in the Technical Evaluation will be invited for a personal Interview, wherein, the agencies will be given time slot to give a presentation. Format of Presentation will be shared with the selected agencies via tender email after opening and scrutiny of Technical Bids.

7.5. Financial Evaluation

Top five (5) agencies with highest consolidated score in Technical Evaluation and Interview cum Presentation will be considered for opening of the Financial bids. All the top five (5) agencies will be

considered at equal level and the bidder with lowest commercial bid will be considered for awarding of the contract.

All the Annexures shall form a part of this Tender.

8. CONTACT FOR MORE INFORMATION

For all correspondence please refer to IIPHG general tender Email: tender@iiphg.org with subject line marked as

“IIPHG/ Engineering / Tender / NH-Architect / 2022-23 / 01”

END OF Tender Notice

DISCLAIMER:

This NIT represents only a definition of requirements. It is merely an invitation for submission of concept paper and does not legally obligate IIPHG to accept any of the submitted NIT in whole or in part, nor is IIPHG obligated to select the lowest priced proposal. IIPHG reserves the right to negotiate with any or all applicants, both with respect to price, cost and/or scope of services. IIPHG has no contractual obligations with any offer or based upon issuance of this NIT. It is not an offer to contract. Only the execution of a written contract shall obligate IIPHG in accordance with the terms and conditions contained in such contract.

9. ANNEXURES

9.1 Annexure 1: Technical Evaluation Criteria (Refer Para 7.3)

Sr. No.	Evaluation Criteria	Maximum Score
1	Years of work experience in Architect Services	10
2	Types of Projects completed (Educational Institutes, Residential, Hotel & Hospitality, Industrial and all others)	35
3	Financial Value of Projects completed	35
4	Organizational Structure and staff strength	10
5	Brief about understanding of our requirement	10
	Total Score	100

1) Evaluation based on years of work experience:

Period	Maximum Score
Up to 5 Years	5
Up to 6 Years	6
Up to 7 Years	7
Up to 8 Years	8
Up to 9 Years	9
10 and Above Years	10

2) Evaluation based on Type of Projects Completed:

No. of Projects	Type of Project and Maximum Score per Project			
	Educational Institutes	Residential	Hotel & Hospitality	Industrial and all others
1	5	3	2	1
2	5	3	2	1
3	5	3	2	1
4	5	3	2	1
5	5	3	2	1
6	5	3	2	1
7 & above	5	3	2	1
Maximum Score	35			

3) Evaluation based on Value of Projects Completed:

<u>Value of Each Project</u>	<u>Score per Project</u>	<u>Maximum Projects</u>
Up to 4 Crore	1	7
Above 4 and up to 8 Crores	2	7
Above 8 and up to 12 Crores	3	7
Above 12 and up to 16 Crores	4	7
Above 16 Crores	5	7

- 4) **Evaluation based on Organizational Structure and staff Strength (Maximum Score – 10):** Please provide details of your organization structure, total staff working with your organization as on date. Also provide details of your sub-consultants, if any.
- 5) **Evaluation based on your understanding of our requirement (Maximum Score – 10):** Please provide a write-up of 500 words showing your understanding of our requirement. A time line to complete the project, cost estimate and other points related to our requirement.

9.2 Annexure 2: Technical Bid (Prequalification Criteria for administrative screening)

a) Organization Profile:

Sr. No.	Particulars	
1	Name of the Organization	
2	Year of Establishment (Enclose Registration Copy)	
3	Legal status of the Organization (Proprietary firm / Partnership firm / Company / Others etc.)	
4	Registered office address	
5	Local office address, if any	
6	Website	
7	Email ID	
8	Office contact no.	
9	Name of the Authorized person	
10	Designation of the Authorized person	
11	Resolution in favour of Authorized Person - authorizing him to participate in the tendering process	
12	Email ID of the authorized person	
13	Contact number of the authorized person	
14	Organization PAN (Enclose copy)	
15	GST Registration No. (Enclose copy)	
16	Registration details: Member of Council of Architecture (Enclose copy)	
17	Tender Fee details	DD # Amount Rs._____/ - Dated_____ Drawn in favour of_____
18	The bidder should not have been blacklisted by Central / State Government or Org. of repute.	Enclose "No conviction certificate" on your letterhead signed by authorized signatory
19	Consent Letter	Enclose consent letter signed by the authorized signatory (on letterhead), agreeing to abide the

		Terms & Conditions set out in Tender document.
20	Disclosure of any past, present or future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award.	Enclose - Disclosure related to conflict of Interest.

b) Financial Status:

Sr. No.	Assessment Year	Revenue from Operations / Business income (Rs.)
1	2021-22	
2	2020-21	
3	2019-20	

Please submit Copy of audited Profit & Loss Account and Balance sheet for the last 3 assessment years.

(To be printed on letterhead)

c) No Conviction Certificate:

To,

Indian Institute of Public Health Gandhinagar

Gandhinagar, Gujarat

I, (Full Name and Designation of the authorized person) hereby declare that M/s. (Name of the Organization) has never been blacklisted by any Central / State Government, departments or any organization.

I also declare that there are no legal and / or criminal case pending against us in any court. I further declare that we have never been found guilty / convicted of any legal offense and or / crime in any court of law in the past.

Date:

Signature of the Authorized Signatory

Name of the Authorized Signatory

Seal of the Organization

(To be printed on letterhead)

d) Undertaking

To,

Indian Institute of Public Health Gandhinagar

Gandhinagar, Gujarat

I/We, (Full Name and Designation of the authorized person) have carefully read and understood the contents of the Tender and its Terms and Conditions including Annexures and I / We undertake to abide by myself /ourselves by all the Terms & Conditions set forth.

Date:

Signature of the Authorized Signatory

Name of the Authorized Signatory

Seal of the Organization

e) **Information of Sub-consultant associated with you:**

Sr. No.	Specialization	Name of Sub-consultant Agency	Name of Authorized person	Period (years) since how long they are associated with you.	Key Projects undertaken for you during last 3 years.
1	Structural Consultant				
2	MEP (including IT, Communication & Networking) Consultant				
3	Fire & Safety Service Consultant				
4	Landscaping Consultant				
5	Liaisoning Consultant				
6	Consultant for Lift				
7	Consultant for Pollution Control				
8	Any other				

f) **Organization Structure and Total staff strength working with the agency, as of now:** Please provide details of your organization structure and total staff presently working with you.

g) Past Experience: Major Projects completed / on-going by the agency during last 5 years. (during 2018 to 2022)

Sr. No.	Name of the Project	Name of the Client	Project					
			Start Date	End Date	Total Project Cost (Rs. In Lakhs)	Cost (Rs. In Lakhs) for your services	Contact Person of client	Contact Number of client
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Total project cost including cost for your services, construction work and other related costs.
Any letter of completion / appreciation of the project from the client will be useful.

h) Describe your inputs about understanding of our requirement and suitable options to meet our requirement with estimated cost and time line, in 500 words.

9.3 Annexure 3: Financial Bid (Refer to Paragraph 6.2)

Tender Reference No.:

IIPHG/Engineering/Tender/NH- ARCHITECT/2022-23/01

Name and address of the Bidder:

Our fee for providing Architect Services for construction of hostel building, as per Scope of work given in the tender document is as follows:

Particulars	Approximate Built-up Area (Sq. Meter)	Rate (Rs. Per Sq. Meter)	Amount (Rs.)
Fees	4,600		
GST @ _____			
Total with GST			

Fees in word (inclusive of GST), as above:

(Rupees _____ only).

Note: Built-up Area will be considered only of the main hostel building. Any services required for this hostel building will be considered as part of the hostel building only.

Date:

Signature of the Authorized Signatory

Name of the Authorized Signatory

Seal of the Organization

9.4 Annexure 4: Financial Bid (Refer to Paragraph 6.2)

(Refer to Paragraph 6.2, Sub Para a)

Declaration for Goods and Services Tax Act, 2017 (GST)

I (*Name of Contractor/Vendor*) hereby undertake and confirm that I would take all necessary and required actions to prepare for ensuring compliances under Goods and Service Tax Acts (GST). I (*Name of Contractor/vendor*) further undertake to comply with any of the applicable provisions of such law including but not limited to:

- timely issuance of GST compliant invoices;
- making the invoices available to IIPHG;
- depositing applicable taxes on a periodic basis; and
- correctly reporting them to the Government

Under the said new Indirect Tax Law, any action or omission on part of the (*Name of the Contractor/Vendor*) as a result of which IIPHG incurs any direct or indirect cost, expense, loss, levy, penalty, interest, additional burden of tax etc., the same shall be recovered, by way of deduction and/or recovery from any amount payable to (*Name of the Contractor/Vendor*) by Indian Institute of Public Health Gandhinagar (IIPHG).

Declarant

Date:

Agencies Details for GST

Name of the Vendor/Agency (Authorized Signatory)

Name of the Vendor/Agency as registered with GSTN	PAN	GSTIN Number	ARN Number	Description of Goods/Service	HSN / SAC Code	GST rate	Email ID	Contact No.	Address as registered with GSTN	City	State	Pin/ZIP