

Empanelment of Architectural Consultants for preparation of concept plan and master plan, architectural, external development & landscaping planning and design and Project Report including follow up and obtaining all applicable local body & other statutory clearances including sanction of plans for various works in Delhi & other places in India

Empanelment document

June, 2011

Consultant: HSCC (I) Ltd. E-6(A), Sector-1, NOIDA, U.P.-201301

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NOTICE INVITING TENDER

HSCC (I) Ltd. invites sealed applications for empanelment of Architectural Consultants for preparation of concept plan & master plan, architectural, external development & landscaping planning and design and Project Report including follow up and obtaining all applicable local body & other statutory clearances including sanction of plans for various works in Delhi & other places in India. Empanelment documents can be purchased from office of HSCC on written request on a payment of Rs. 500/- in the form of DD/Pay order/Cash in favour of HSCC (I) Ltd, Noida on any working day from 06.06.11 to 16.06.11 (10.00 AM to 4.00 PM) or may be downloaded from HSCC's Web site www.hsccltd.co.in and to be submitted along with document fee of Rs. 500/- in case down loaded from web site and earnest money of Rs. 5000/- for each module in the form of DD/Pay order in favour of HSCC(I) Ltd., Noida. Last date of submission of complete document is 15:00 hrs of 17.06.11 in HSCC's office at Plot No. E - 6(A), Sector - I, Noida - 200301 (U.P.) HSCC reserves the right to accept or reject any application without assigning any reason or incurring any liability whatsoever. Prospective bidders are advised to regularly scan through HSCC web site as corrigendum/amendments etc., if any, will be notified on the HSCC web site and separate advertisement will not be made for this.

General Manager (Civil)

1.0 Name of work:

“Empanelment of Architectural Consultants for preparation of concept plan and master plan, architectural, external development & landscaping planning and design and Project Report including follow up and obtaining all applicable local body & other statutory clearances including sanction of plans for various works in Delhi & other places in India”

1.1 INSTRUCTIONS TO APPLICANTS

Offers are hereby invited by HSCC from competent architectural Consultants. The offer shall be submitted in sealed covers marked **“Empanelment of Architectural Consultants for preparation of concept plan and master plan, architectural, external development & landscaping planning and design and Project Report including follow up and obtaining all applicable local body & other statutory clearances including sanction of plans for various works in Delhi & other places in India”** as detailed below:-

ENVELOPE MARKED NO.1

Shall contain proof of purchase of document, i.e, copy of receipt of Rs 500/- (rupees five hundred only) or if down loaded from HSCC website a “demand draft“ of Rs 500/- (rupees five hundred only) payable in favour of HSCC (India) Ltd at NOIDA and an Earnest money of Rs.5,000/- for each module (for which application is submitted) in the form of either demand draft or pay order in favour of HSCC (India) Ltd, payable at Noida.

ENVELOPE MARKED NO. 2

Shall contain empanelment document and annexures duly filled in, signed and stamped and credentials of architectural consultants/ documentary proof in support of qualifying criteria along with submittals as required.

Above two envelopes shall be sealed into third envelope where name of work, **Building module no. as per Table 1** for which application is submitted and name of firm submitting the tender and last date of submission of tender to be mentioned.

The last date of submission of tender is 17.06.11 up to 1500 Hrs. The tenders shall be opened in the presence of the representatives of the bidders who wish to participate in tender opening at 1530 Hrs on same day i.e. 17.06.11 in the office of HSCC (I) Ltd. at the following address:

**General Manager(c)
HSCC (India) Ltd.
E - 6(A), Sector -1, NOIDA, Uttar Pradesh.
Pin- 201301.**

HSCC may select Architectural Consultants from applications through this empanelment and may form a panel. Decision of the HSCC, in this regard shall be final. HSCC is not bound to assign any reason thereof.

Applicants applying for the above works shall have their office in Delhi/NCR.

The panel of architectural consultants, once prepared, shall be valid for a period of 24 months from the date of empanelment. HSCC may extend the period of empanelment with mutual consent. The empanelled consultant(s) shall be considered for award of works on limited tender basis as and when required.

The applicants shall submit an affidavit duly notarized that they have not abandoned any work of Union Government/ State Governments/ PSU's etc. during the last 5 years. They shall also submit an affidavit that they have not been blacklisted, debarred, declared non performer or expelled by Union Government/ State Governments/ PSU's etc. during the last 5 years.

Even though the Applicants meet the above criteria, they are subject to be disqualified, if they have:

- made misleading or false representation in the form, statement and attachments submitted; /or
- Record of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures, etc. /or
- The performance of any applicant already worked/ working with HSCC is not found satisfactory./or
- found to have been black listed in any of the works.

The competent authority to pre-qualify shall have the power to relax any condition/criterion for pre-qualification if it considers expedient to do so.

HSCC reserves the right to:

- (a) Reject or accept any application without assigning any reason or incurring any liability thereof
- (b) Cancel the empanelment process and reject all applications

HSCC reserves the right to enter into parallel rate contract(s) with one or more empanelled architectural consultant.

Prospective applicants are advised to regularly scan through HSCC website as corrigendum/amendments etc. if any, will be notified on the company's website and separate advertisement will not be made for it.

HSCC may increase /delete the empanelled architectural consultants on the basis of requirement and performance of individual architectural consultant.

The empanelled consultant(s) from higher module number may be considered for taking the work of building module of lower size.

HSCC shall not be bound to provide work to any empanelled architectural consultant and it has right to carry out such work in-house.

The EMD of empanelled architectural consultants shall be retained with HSCC as security deposit for the empanelment period. No interest whatsoever shall be payable to them on the same. HSCC has a right to forfeit the security deposit if work done by the empanelled architectural consultant is not up to the satisfaction of HSCC. The EMD of applicants not empanelled shall be refunded in one month of finalization of empanelment.

The applicants shall submit the following documents along with their offer:

- i) Photo copy of Service Tax No. and PAN No.(As and when applicable).
- ii) In case of individual / partnership firms, Income Tax return for the last three years, i.e 2007-2008, 2008-2009, 2009-2010. In case of company, copy of Balance Sheet of last three years, i.e 2007-2008, 2008-2009, 2009-2010 with CA certification with his membership No.
- iii) Number of projects where similar works have been executed and completed in last seven years as per format provide in Annexure B
- iv) Duly filled Checklist at Annexure D
- v) Undertaking as per Annexure E

A contact person shall be made available /assigned to respond for any query. Detail of contact person to be given as under.

Name of Contact Person : _____
Designation : _____
Address : _____

Contact Tel. No. _____
Fax No. _____
Email address _____

Applications not complete in all respects and/or received without the cost of tender, earnest money, and conditional or not in accordance with our terms and conditions, will be summarily rejected. The decision of HSCC shall be final and binding in this regard. HSCC reserves the right to accept or reject any or all quotations without assigning any reason thereof and also take no responsibility for delay, loss or non-receipt of applications sent by post either way.

Thanking you.

Yours faithfully,

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General Manager (Civil)

2.0 Brief Description of works:

The works involve preparation of concept plan and master plan, architectural, external development and landscaping planning & design and Project Report(PR) including follow up and obtaining all applicable local body & other statutory clearances including sanction of plans for various modules of hospital & it's associated buildings including hostels, service blocks, super-specialty blocks etc in Delhi & other places in India having following indicative areas:

Table-1

Module number *	Building Area range (Module)	Minimum Average annual financial turnover (Rs)
1	Up to 10, 000 sqm	3 lacs
2	10001 to 20,000 sqm	6 lacs
3	20,001 to 40,000 sqm	15 lacs
4	40,001 and above	25 lacs

*** Applicants may apply for any or all number of module(s) as per their eligibility and should clearly mention the module no.(s) applied for on the top of envelope no. 3**

2.1 Minimum Pre Qualifying Criteria

Pre-Qualification will be based on meeting all the minimum criteria for pre-qualification and other qualification criteria regarding the Applicant's work experience, personnel and equipment capabilities and financial position as demonstrated by the Applicant's responses in the forms attached to the Letter of Application.

- a) The applicant must be in existence as Architectural Consultant at least last seven years ending last day of the month previous to the one in which applications are invited.
- b) The Applicant should meet the following minimum criteria for Pre-Qualification:
 - (i) Average Annual Financial Turnover during the last three financial years i.e. 2007-08, 2008-09 & 2009-10 should be as specified at Table 1 above.
 - (ii) Experience of having successfully completed similar nature of works during last 7 years ending last day of month previous to the one in which applications are invited should be provided as per Annexure B and as follows:

Module. no	Building Area range (Module)	Minimum area of each similar executed work (sqm)		
		3 works	2 works	Single work
1	Up to 10, 000 sqm	4000 each	5000 each	8000
2	10001 to 20,000 sqm	6000 each	7500 each	12000
3	20,001 to 40,000 sqm	12000 each	15000 each	24000
4	40,001 and above	20000 each	25000 each	40000

- c) Applicant shall have a demonstrable track record of rendering Architectural services for a Hospital or a medical college/institute project of the magnitude envisaged and shall have adequate professionals. The required details and CV's of such employees shall be provided as per Annexure C.

*** Similar nature of work shall mean a project comprising of architectural consultancy/ drafting assignment of any Hospital/ Institution/ commercial/ hotel/ recreational building of area indicated against respective module.**

- d) The applicant is required to submit documents in support of having executed similar work as a proof of meeting the above qualifying criteria.
- e) No Joint venture/ consortium shall be allowed.

Applicants having experience in similar nature of work and fulfilling the qualifying requirements mentioned above are hereby invited to submit their "Proposals" for participating in above said consultancy work.

HSCC (I) Limited, reserves the right to reject any or all the applications without assigning any reason or incurring any liability thereof. .

3.1 Scope of work

The Architectural Consultant shall provide consultancy services for various works in Delhi and other parts of India including neighboring countries like Nepal, Bhutan, Myanmar, Afganistan, Zimbabwe, Zambia, Bangladesh, Sri Lanka, Laos, etc. on architectural matters of the project as defined below and shall be involved through the entire duration of the project till commissioning/handing over of the works. The Architectural Consultant shall be responsible for the following services for the works/ module:

Stage I- Preliminary Design stage

- Preparation of concept plan
- Preparation of Master Plan/layout plan for the site.
- Building planning based on functional analysis and workflow analysis including preparation of architectural brief and space programming, design concept, concept for all services etc.
- The Architectural Consultant shall get the concurrence / approval of HSCC for the master plan/layout plan and conceptual drawings before preparation of Project report and detailed drawings.
- Preparation of submission drawings along with other requisite documents and reports for submission to local bodies and applying to local/ statutory bodies

Stage II- Detailed Design Stage

- Preparation of Project Report. The Architectural Consultant shall get the Project Report approved from HSCC.
- Detailed architectural, external development, landscaping planning and design etc. meeting all laws, regulations and local and global standards.
- Getting approvals / permits of the Statutory / local / Government agencies.
- Preparation of architectural tender drawings.
- Preparation of Good for Construction architectural working drawings for construction purpose

3.2 Detailed Role/ Scope of Architectural Consultant:

Preparation of concept plan and master plan, architectural, external development planning and design and Project Report including follow up and obtaining all applicable local body & other statutory clearances including sanction of plans for various works in Delhi & other places in India.

The Scope of work shall cover the following along with any other provision as mentioned in any other clause(s) of the empanelment document:

- a) The selected architectural consultant(s) are expected to prepare Concept plan, Master plan, architectural, external development & landscaping design and planning and Project report including all submission drawings for local & statutory bodies, tender drawings, working drawings for proposed works. The scope also includes follow up & obtaining of pre-construction approvals from local and statutory bodies like NDMC, DUAC, DFS, AAI, ASI, UTTIPEC, EIA, DJB, MCD, DDA etc. Fee paid to local bodies shall be reimbursed/ directly be paid on actual basis.

The broad scope of work shall include the following:

- i) Architectural Planning and Design
- ii) Locational and architectural planning of external services and works including boundary wall, roads, footpaths, water treatment plant, sewage treatment plant, parking area, etc
- iii) Signage, Graphic and landscaping.
- iv) Any or all architectural services not specifically mentioned herein but required for the proper and successful completion of the project in accordance with international standards, excluding however, medical and non-medical furniture and medical equipment and instruments.
- v) Detailed topographical survey, Geotechnical Investigation and Ground water survey will be done by other agency appointed by client and reports will be made available.
- vi) Preparation of Master Plan and concept plan

Preparation of list of spaces in consultation with HSCC/ user department

- Preparation of master plan of whole area including area statements
- Preparation of Building wise Floor plans
- Preparation of Elevations and Sections
- Preparation of details required to execute the work.
- Preparation of Room wise furniture plans and layout (including Hospital and Lab.)

Presentations and Models

- Preparation of Models and Walkthroughs

- Preparation of 3D views and blow ups of typical and critical areas

External Services Schematic (locational only) Planning

- Planning of services including buildings for electric Sub-stations, DG sets, UPS, AC plant etc.
- Planning and preparing layouts for external services like water supply, drainage, ETP including Recycling, Rain water Harvesting, Landscaping
- Traffic movement for services, staff, public and also incorporation of Parking norms

3.2.1 Approval From local & statutory Authorities

- Obtain all approvals and Clearances e.g. DUAC, NDMC/DDA, Delhi Fire Services, Delhi, explosive department , Jal Board, Ground water authority, EIA, Pollution Control Board, similar local bodies any where in India or abroad etc from concerned statutory & local authorities applicable for that area for construction of the buildings and services proposed under the project to enable to start the construction and also to enable client to occupy and commission the building with services.
- Inter and intra departmental follow up for obtaining all approvals and clearances from concerned local body(s) and statutory bodies like DFS, CEA, DUAC, AAI, UTTIPEC in Delhi and similar bodies at other places in India, for various buildings/ works.
- Post submission incorporation of all requirements/ comments/ observations in submission drawings, forms and documents, pointed out during scrutiny by local/ statutory bodies and assisting in forwarding of the same to concerned statutory bodies like DFS, DUAC, AAI, UTTIPEC, CEA etc in Delhi and similar bodies at other places in India.
- Obtaining required feasibility clearances for water, sewer, electricity, environment etc from concerned departments/ local body including environment authority

- Preparation of Data sheet showing Room wise and Building wise finishing, flooring and Door window, and other high end Inventory schedule

3.2.2 General

- Latest software including Autocad etc to be used for architectural and structural design and details to be provided at Annexure A
- Concept report to be submitted
- Draft project report.
- Drawings of Floor plans to be at 1: 100 scale
- Typical part details at 1: 50 scale
- System diagrams for services to be prepared
- Energy efficiency and Green concept to be adopted and explained
- Drawings and models required by Statutory bodies will be prepared by the Consultant according to the sizes/scales required by them
- Four sets of all drawings in A1 size (submission drawings, tender drawings & working drawings and a CD of the same will be furnished by the Consultant free of cost.
- Consultant shall coordinate and take into account from HSCC - architectural, Civil/Structure, Electrical, HVAC, PHE etc inputs and incorporate the same in his drawings for concurrence & consistence.
- All drawings are to be made as per CAD standards adopted by HSCC based on the following:
 - Directory structure
 - File naming
 - Layer naming
 - Colour
 - Pen thickness
 - Text style & size

3.3 ARCHITECTURAL SERVICES

- I. Preparation of concept plan
- II. Preparation of Master Plan
- III. Ensure that the various building engineering services are suitable and economically designed without any discrepancies between the structure and finishes, and the requirements of service installation.

- IV. Ensure that the nature, position, and appearance of all controls of piped services and electrical installation satisfy user and aesthetic requirements, and ensure that adequate coordination drawings are included.
 - V. Develop the landscaping details separately.
 - VI. Obtain information required for statutory applications under planning and building acts and any other statutory requirements.
 - VII. Prepare production information including drawings, schedules and specification of materials etc in sufficient detail to enable.
 - VIII. Prepare construction/ Working drawings.
- Site Plan
 - Co-ordination of the proposed building.
 - Room layout in co-ordination with various services and levels.
 - Blow up of road junction / parking area and other such area as required.
 - Detailed building services
 - Floor plans (fully coordinated with all services/disciplines)
 - Elevations
 - Sections
 - Wall profiles
 - Doors & Window details
 - Stairs/Ramps/Lifts details
 - Details of building parts/ Areas with special treatment
 - Toilet details
 - Kitchen, laundry/CSSD etc details
 - Flooring pattern and details
 - Dado details
 - False ceiling details
 - Details of furniture and equipment layout
 - Furniture details
 - Signages

- Landscape & Horticulture
 - Detailed drawings of landscape including blow up of critical area/ landscapes/plantscapes/detail coordination with all external services
 - Horticulture details

Annexure A

Hardware and Software Capabilities

S.NO.	Particulars of Hardware device and authorized software detail	Quantity	Remarks

Authorized Signatory of Consultant with Seal

Annexure B

Format for Submission of Experience:

The information regarding the relevant experience of the Consultant should be provided in the format below. (Separate sheet for each project).

Project Name	
Location of Project	
Built Up Area	
Project Cost	
Current Status	
Name of the Concerned officer of client with mobile/Landline phone no.	
Address of client	
Date of commencement (month/year)	
Completion Date (month/year)	
Details of staff provided	
Description of services provided	
Supporting documents enclosed	Yes/No

Authorized Signatory of Consultant with Seal

Annexure C

Format of Curriculum Vitae (CV)

Name of Staff		
Profession		
Years with Firm		
Nationality		
Area of Specialization		
Proposed Position on Team		

Key Qualifications

Project Details	Degree of Responsibility/Experience

Education (Self attested)

Degree	Name of Institute	Year

Experience

Position Held	
Duration	
Location	
Type of activities performed	
Name of relevant projects handled	
Client References	

Authorized Signatory of Consultant with Seal

Annexure D

**Check List
(On Consultant Letter Head)**

S.No.	Criteria	Requirements	Cross referencing/ page No.
1.	Average Turnover for last three years	As per Table 1	
2.	Experience	As per clause No. 2.1 of Qualifying Criteria	
3.	Personnel Capability	List of qualified and experienced personnel as per Annexure C.	
4.	Hardware & Software Capability	List as per Annexure A.	
5.	Financial Capability	As per Submittals.	
6.	List of Completed Projects	As per Submittals & Annexure B.	
7.	Empanelment Document fee. Details of receipt/DD		
8.	EMD Details of DD		

Authorized Signatory of Consultant with Seal

Annexure-E

(To be submitted on the letter head of the applicant)

UNDERTAKING

I/We have read and understood the instructions and the terms and conditions contained in the Empanelment document. I/We do hereby declare that the information furnished in application and in the supplementary formats at Annexure 2-4 is correct of my/our knowledge and belief.

Signature of Applicant

Name(in Block letter)

Complete Postal Address:
& Contact Number

Place:

Date:

Seal of Office

I/We have read the various items and conditions and the same are acceptable to me/us

Date:

Place:

Signature of the Consultant

Full Address:

Office Seal