

**GOVERNMENT OF KERALA**

**EXPRESSION OF INTEREST (EOI)**

**FOR**

**Appointment of  
Design and DPR Consultant**

**For**

**Construction of Government  
Medical College For 100 Intake**

**At**

**Palakkad, KERALA**



HSCC (INDIA) LTD  
(CONSULTANTS & ENGINEERS FOR MEGA HOSPITALS & LABORATORIES)  
E-6(A), sector-1, NOIDA(U.P) 201301 (India)

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**Tender No. HSCC/GOK/MCP/EOI/2013**

## GOVERNMENT MEDICAL COLLEGE

Palakkad, KERALA

### NOTICE INVITING EXPRESSION OF INTEREST (EOI)

HSCC (India) Ltd on behalf of Government of Kerala invites “Expression of Interest” from Architectural Firms having experience and sound back ground in Master Planning and designing of Institutional Campus including buildings, of large Medical Colleges/ Hospitals etc. for **“Appointment of Design and DPR Consultant for Comprehensive Master Planning & Building Design including obtaining statutory and local body approvals for the proposed Government Medical College at Palakkad, Kerala”**.

Interested Architectural Firms having experience in similar nature of work (defined in EOI document) are hereby invited to submit their “Expression of Interest (EOI)” as per the prescribed Proforma addressed to General Manager (Projects), HSCC (India) Ltd., E-6(A), Sector-I, Noida (U.P) – 201301.

The prescribed Proforma containing the details regarding the scope of work, qualifying criteria etc. can be obtained in person on any working day from 15.03.2013 to 04.04.2013 between 10 AM to 3 PM from the office of HSCC (India) Ltd., E-6(A), Sector-I, Noida (U.P) – 201301. on payment of Rs 5000/- in cash or in the form of Demand Draft / Banker’s cheque in favour of HSCC (India) Ltd. payable at Delhi or may be downloaded from **HSCC website** **www.hsccltd.co.in** and submitted along with a demand draft of Rs 5000/- in favour of HSCC (India) Ltd. payable at Delhi. The last date of submission of sealed EOI application document complete in all respects is 05.04.2013 up to 15.00 hrs. HSCC reserves the right to accept or reject any/ all applications without assigning any reason thereof or incurring any liability whatsoever. Prospective applicants are advised to regularly scan through HSCC website as corrigendum/ amendments etc., if any, will be notified on the HSCC website only and no separate advertisement will be published for this purpose.

## CONTENTS

<b>S.NO.</b>	<b>DESCRIPTION</b>	<b>Page No.</b>
1.	Section -I (General)	3
2.	Brief Scope of Architect	6
3.	Selection process and Qualifying Requirements	6
4.	Section-II (Information & Instructions to bidders)	8
5.	Section-III (Letter of Transmittal)	13
6.	Annexure I to III	14
7.	Form A to D	18-24

## **EXPRESSION OF INTEREST (SECTION I)**

### **1. GENERAL**

#### **About Palakkad:**

Palakkad previously known as Palghat, is a large town and municipality in the state of Kerala in southern India, spread over an area of 26.60 km<sup>2</sup> and is the administrative headquarters of the Palakkad District. Palakkad is the seventh most populous town in Kerala and lies near the Palghat Gap, a pass or natural depression through the Western Ghats ranges, and connects Kerala to the plains of the state of Tamil Nadu to the east. Malayalam is the generally spoken language in Palakkad. The town is situated about 350 kilometers north of state capital Thiruvananthapuram and 49 kilometers south west of Coimbatore.

#### **LOCATION:**

Government Medical College is proposed to be constructed at a plot of land at Palakkad, KERALA.

#### **About:**

Government of Kerala intends to construct a Government Medical College (GMC) at Palakkad, Kerala initially for 100 intake. However, the Government Medical College shall be designed to have provision for expansion up to 150 intake. The requirement of the College shall be governed by Norms of Medical Council of India (MCI).

### **II. Sustainable Campus**

- a) To provide a compelling model for future communities, the campus of Government Medical College, Palakkad is to be developed as a 'smart, intelligent, green eco-campus'.
- b) As an eco-campus, sustainability and environmental sensitivity shall be emphasized at all levels. Its pattern shall be driven by stewarding natural resources and based on renewable energy. This eco-campus shall function 24x7 days of the year.
- c) The eco-campus is to be developed not only on the ground but underneath it as well, with systematically recharged subsurface water wells and tanks providing safe, sufficient and pure drinking water.

- d) A well-planned, environment-friendly wastewater system and other new biological technologies shall help in reducing dependence on public utilities, while providing nutrient-rich additives for soil regeneration.
- e) Wherever required and possible/practical, solar panels and other such renewable energy sources shall be used to cater to the basic needs of the community not only taking it "off the grid" but, perhaps, reversing the direction of resource flow.
- f) The Institute expects to be a “smart, intelligent, green eco-campus” connected through a scalable, smart network built for superior performance and agility to absorb unforeseen changes in handling and operability.
- g) The final goal is to have a campus that is net zero waste, net zero energy and net zero water, thus reaching full range self-sufficiency at the end of the project period. These will be based on global best-practices and technologies, including respect for local architecture, constraints, resources and skills, and the requirements of the Government’s procurement systems.

In order to realize this vision of a sustainable eco-campus development, Government of Kerala intends to develop a Medical College after examining the carrying capacity of the land available and ecological analysis. The Campus Master Plan shall:

- i. Provide sustainability policies to promote sustainable design and operation of campus functions;
- ii. Maximize the potential of the site;
- iii. Minimize the energy and resource consumption;
- iv. Protect and conserve water;
- v. Use environmentally-friendly products and materials;
- vi. Enhance indoor environmental quality;
- vii. Optimize operational and maintenance practices;
- viii. Suggest a strategy wherein the performance of all of the above (and, perhaps, any others) can be continuously monitored and evaluated.

### **III. Design Elements**

a) Main Wing: The Campus will be raised with Indian architectural touch possessing an ambience designed in accordance with standard guidelines. The complex will have about 1,00,000 sqm area with the following major component buildings:

- Teaching Block
- Hospital Block with OPD, Deptt. Offices etc.
- Admin Block
- Auditorium
- School
- Hostels

- Animal House
  - Services Block
  - Guest House
- b)** Resident quarters for faculty, staff, security (Type I to V, Director’s Residence, Club House, Guest House etc.)

Any no. of more building(s) can be added or deleted in the above list

**c).** Utilities & Services

The Utilities & services shall include but not limited to:-

1. HVAC Works.
2. Electrical Works.
3. Plumbing, Water & Sewage Treatment Plant.
4. Fire detection & fire fighting work.
5. Security System.
6. Audio Visual System.
7. Solar water heating system & solar energy utilization.
8. Computer system including networking.
9. Acoustic
10. IBMS (Integrated building & management system.)
11. Rain Water Harvesting.
12. Landscape Work.
13. Swimming pools, Water bodies etc.
14. UPS, back-up power source & intelligent lighting System, etc.

#### **IV. Philosophy of Design**

- i. The Design should keep in mind the climate, ecology, topography, soil and vegetation at the site.
- ii. The campus layout and detail should promote pedestrian friendly movement and provide for a lifestyle that is suitable to campus residents and promote maximum interaction between the community members living on campus, especially interaction between the students and the faculty.
- iii. The infrastructure, facilities and buildings should be functional and also have a built-in flexibility to accommodate the foreseeable future technical advances.
- iv. The overall design - the layout, planning of the campus and the individual buildings should be done to draw a balance between the initial costs as well the cost of maintenance and upkeep during its useful life span. The building materials proposed as well the height and the orientation of the buildings should reflect this. The local/regional and vernacular techniques, material, and processes for sustainable design have to be a part of the design vocabulary.

All proposed designs have to be in accordance with the prevailing building regulations and bye laws.

## 2. BRIEF SCOPE OF THE ARCHITECT

Government of Kerala intends to construct a Government Medical College for 100 intake with provision of expansion upto 150 take along with necessary infrastructure facilities. The broad scope of work includes:

- a. Preparation of Comprehensive Master Planning, layout, infrastructure, urban and landscape design for developing Campus for construction of a Government Medical College at plot of land available in Palakkad.
- b. Preparation of Comprehensive Architectural Design (Site Layout, Building layout plan, Building design, structural design, services design and preparation of working drawings) for development of Government Medical College at Palakkad Including preparation of cost estimates, bills of quantities, Obtaining all statutory approvals, EIA clearance etc as applicable, tender document for project execution and periodic site supervision of project.

More detailed scope of work will be given in the RFP document

## 3. SELECTION PROCESS AND QUALIFYING REQUIREMENTS

3.1 The selection process involves two stages described briefly as under:

**Stage 1 – Invitation for Expression of Interest (EOI)** - This is only for the purpose of shortlisting of Applicants as per merit list prepared on the basis of evaluation.

**Stage 2 – ‘Request for Proposal’ (RFP)** shall be given to the Applicants short-listed after the stage 1 and they shall be required to submit separate “**Technical Proposals**” and “**Financial Proposals**” as per prescribed procedure. Details with regard to this stage shall be provided in the RFP document to be issued later.

3.2 **Short listing Process at STAGE 1**

Only those Applicants which fulfill the primary eligibility criteria shall be evaluated for short listing.

3.3 **The Primary Eligibility Criteria are:**

- a) The Applicant with an average annual turnover of more than Rs. **4 Crore** during last three years ending 31<sup>st</sup> March 2012. Turnover means Architectural and Design & Engineering fee received during the year. (The year means F.Y. from 1<sup>st</sup> April to

31<sup>st</sup> March)

- b) Firms should be of +ve Net worth and profit making in all the last three financial years, ending 31st March 2012 (audited balance sheet to be submitted).
- c) Applicant must be registered in India as required by law with minimum five years' of continuous operation up to the date of publication of this EOI.
- d) Applicant must have designed in the past Seven years at least one Medical College campus of minimum 50 intake and designed one hospital Building of minimum area of 20,000 sqm or more.**
- e) The Applicant must be registered with the Council of Architecture, India.

Documents in support of above Primary Eligibility Criteria should be enclosed.

### 3.4 OTHER REQUIREMENTS

- a) Applicant should have one office, preferably in Kerala.
- b) Applicant shall be ineligible to submit a proposal, if it has been barred or blacklisted by any Central and/or State Govt in India.
- c) Applicant should not have, during the last five years, either failed to perform on any agreement, or been expelled/ blacklisted/ debarred from any project or agreement or have any agreement terminated for breach by the Applicant
- d) HSCC/Client reserves the right to reject any or all the applications without assigning any reason or incurring any liability thereof

### 3.5 Evaluation for Short listing

The eligible Applicants shall be short listed as per merit list prepared on the basis of evaluation by an Expert Committee to be appointed for the purpose by HSCC. The Evaluation Criteria for short listing of Applicants can be seen at Annexure-1.

Merit list shall include only those applicants who secure minimum:

- i) 60% in aggregate

The marks allotted to various applicants shall be the sole prerogative of the Evaluation Committee. No explanation and/or justification for any aspect of the evaluation process shall be given; and no communication shall be entertained in this regard. The decision of the Evaluation Committee shall be final and binding on all.



## SECTION-II INFORMATION & INSTRUCTIONS TO BIDDERS

### 1. GENERAL:

#### 1.1 Tender Document Fee

All bidders are required to pay **INR Five Thousand only (Rs 5000)**, towards Tender Document fee in the form of Demand Draft from any **Nationalized/Scheduled Bank** drawn in favour of HSCC (India) Ltd. Payable at Delhi. The Tender Document fee is Non-Refundable.

1.2 Letter of Transmittal and Forms seeking information /documents are given in Section - III.

1.3 All information called for in the enclosed forms should be furnished against the relevant columns in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column, a 'nil' or 'no such case' entry should be made in that column. If any particular/ query is not applicable to the applicant, it should be stated as 'not applicable'. The applicants are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information shall result in the applicant being summarily disqualified. Applications made by telegram or telex and also those received late will not be entertained.

1.4 The application should be type written. The applicant should sign each page of the application.

1.5 The applicant may furnish any additional information, which is deemed necessary to establish capability to successfully complete the envisaged project. Superfluous information need not be furnished and no information shall be entertained after submission of EOI document unless specifically called for.

1.6 Any information furnished by the applicant found to be incorrect either immediately or at a later date, would render him liable to be debarred from taking up the project.

1.7 The EOI document in prescribed form duly completed and signed should be submitted in a sealed cover. The sealed cover super scribed "Appointment of Design and DPR Consultant for the proposed Government Medical College, Palakkad, Kerala" shall be received in the office of the HSCC (India) Ltd., E-6(A), Sector 1, Noida (U.P) - 201301 up to 3.00 p.m. on 05.04.2013. A soft copy, MS-Word compatible, shall also be submitted in the same sealed cover. Documents submitted in connection with EOI will be property of HSCC.

- 1.8 Prospective bidders can seek any clarification regarding project requirements and EOI document from the office of the HSCC (India) Ltd., E-6(A), Sector 1, Noida (U.P) – 201301

HSCC reserves its right not to respond to any question raised or provide clarification sought in its sole discretion.

- 1.9 Jurisdiction

All disputes arising shall be subject to the jurisdiction of the appropriate court at Delhi alone, and shall be governed by laws of India.

- 1.10 The discretion and decision of HSCC in respect of the EOI shall be final and shall not be open to be challenged in any Court of Law.

- 1.11 Joint Ventures/ Consortiums are not permitted to participate in bidding process for this project.

## **2. FINAL DECISION MAKING AUTHORITY:**

HSCC/Client reserves the right to accept or reject any application and/or to annul selection process and reject all applications at any time without assigning any reason or incurring any liability to the applicants.

## **3. VALIDITY OF EOI:**

The EOI proposal shall be valid for a period of 180 days from last date of submission of proposal. Prior to the expiry of the original Validity Period, HSCC may, at its discretion, request Bidders to extend the EOI Validity Period for a specified additional period.

## **4. CONFLICT OF INTERESTS**

### **4.1 Consultants not to Benefit from Commissions, Discounts, etc.**

The remuneration of the Consultants pursuant to this contract shall constitute the Consultants' sole remuneration in connection with this contract or the services, and the consultants shall not accept for their own benefit any trade commission, discount or similar payment in connection with activities pursuant to this contract or to the services or in the discharge of their obligations under the contract.

#### **4.2 Consultants and Affiliates not to be otherwise interested in Project**

The consultants agree that, during the term of this contract and after its termination, the consultants shall be disqualified from providing goods, works or services which may result in conflict of interest.

Persons or consultants who are involved in preparation of the EOI / RFP, short-listing and the evaluation process, will not be eligible to participate as applicant or as a proxy. Members of the expert committee and Jury shall also not have conflict of interest.

#### **4.3 Prohibition of Conflicting Activities**

The consultants shall not engage, either directly or indirectly, in any of the following activities:

- a. during the terms of this contract, any business or professional activities which would conflict with the activities assigned to them under this Contract; or
- b. after the termination of this Contract, such other activities as may be specified in this document.

#### **4.4 Confidentiality**

The consultants shall not disclose any proprietary or confidential information relating to the project, the services, this contract or the client's business or operations without the prior written consent of the client.

#### **5.0 INFORMATION TO BE GIVEN IN THE REQUIRED FORMATS:**

Bidders should furnish the following:

##### **5.1 ORGANIZATION INFORMATION**

Bidders are required to submit the information in respect of their organization as asked in Form – 'A'.

##### **5.2 Details of Qualifying Parameters/ check list**

Details to be given in Form B

##### **5.3 Details of Similar Works Completed in Last Seven Years**

List of similar assignments/projects successfully completed during the last seven years (Form 'C (I & ii)').

The Firm is required to submit certificate of completion of assignment from the

respective Client as a proof of meeting the above qualifying criteria. Own works/ Certification of the firms shall not be considered for prequalification.

#### **5.4 Financial Capabilities**

Details to be given in Form D

#### **5.5 LETTER OF TRANSMITTAL**

The applicant should submit the Letter of Transmittal attached under Section-III of the EOI document.

#### **5.6 Even though an applicant may satisfy the above requirements, he would be liable to disqualification, if he has:-**

- a) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the EOI document.
- b) Record of poor performance such as abandoning project, removed from architectural panel, not properly completing the assigned project, or financial failures/weaknesses, have been black listed in any of the Govt department, PSU, local bodies etc.
- c) Record of poor performance in any project of HSCC had completed or being executed.

#### **6.0 DISCLAIMER**

The information in this document has been prepared to assist the applicants in preparing the EOI and it is clarified that:

- i. It does not constitute an invitation to offer or an offer in relation to the transaction.
- ii. This document does not constitute any contract or agreement of any kind whatsoever.
- iii. This document does not purport to contain all the information that interested parties and their advisors would desire or require in reaching decisions as to the transaction. Interested applicant should form their own view as to what information is relevant to such decisions and make their own independent investigations in relation to any additional information.
- iv. Neither the information in this document nor any other written or oral information in relation to the transaction or otherwise is intended to form the

basis of or the inducement for any investment activity or any decision to enter into any contract or arrangement in relation to the transaction and should not be relied on as such. Neither HSCC nor their employees or advisors shall be liable to any interested party or any entity under any law including the law of contract, tort, the principles of restitution or unjust enrichment or otherwise for any loss, expenses or damage which may arise, or be incurred, or suffered, in connection with this document, or any matter that may be deemed to form part of this document, or any other information supplied by or on behalf of HSCC or their employees or advisors or otherwise arising in any way from the selection process mentioned herein.

- v. Failure to provide information that is essential to evaluate the applicant's qualifications or substantiation of the information supplied, shall result in disqualification of the applicant.
- vi. It shall not be assumed that there shall be no deviation or change in any of the herein mentioned information. While this document has been prepared in good faith, neither HSCC nor any of their respective officers or employees or advisors or agents make any representation or warranty or shall have any responsibility or liability whatsoever in respect of any statements or omissions here from. Any liability is accordingly expressly disclaimed by HSCC or any of their respective officers, employees, advisors or agents, whether negligent or otherwise.
- vii. HSCC is not bound to accept any or all the EOI. HSCC reserves the right to reject any or all EOI without assigning any reason. No applicant shall have any cause of action or claim against HSCC or its Officers, employees, Advisors, Successors or Assignees for rejection of this EOI.

**Section - III**  
**LETTER OF TRANSMITTAL**

FROM:

To:  
M/s HSCC (India) Ltd  
E-6(A), Sector -1,  
Noida (U.P) - 201301

**SUBJECT: Submission of EOI for Appointment of Design and DPR Consultant for the proposed Government Medical College, Palakkad, Kerala.**

Sir,

Having examined the details given in EOI Notice and EOI document for the above project, I/We hereby submit the relevant information.

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
2. I/We have furnished all information and details necessary for EOI and have no further pertinent information to supply.
3. I/We also authorize HSCC or their authorized representatives to approach individuals, employers and firms to verify our competence and general reputation.
4. I/We submit the following certificates along with details in prescribed format in support of our suitability, technical know-how and capability for having successfully completed the following projects :

**Name of project**

**Certificate from**

Enclosures

Signature(s) of Applicant(s)

Seal of applicant

Date of submission

**ANNEXURE – I****Evaluation Criteria for Short-Listing of Applicants at Stage 1 - EOI****NAME OF THE APPLICANT:****ADDRESS:****CONTACT DETAILS:**

<b>S.No</b>	<b>EVALUATION CRITERION</b>	<b>Maximum Marks</b>	<b>Marks Awarded</b>
<b>1.</b>	<b>DETAILED ARCHITECTURAL &amp; DESIGN EXPERIENCE AS STATED AT CLAUSE 3.3 (d) of SECTION –I</b>	<b>50</b>	
	(i) Three or more	50	
	(ii) Two	40	
	(iii) One	30	
<b>2.</b>	<b>FINANCIAL CAPABILITY</b>	<b>25</b>	
	Gross Financial turnover in last three years Less than 4 crores – 0 Marks 4 crore – 15 Marks 2 Mark for every 1.0 crore (or part thereof above 4 crore subject to a maximum of 25 marks.)		
<b>3.</b>	<b>PROFESSIONAL STAFF</b>	<b>10</b>	
	<ul style="list-style-type: none"> <li>• Urban Designer/ Town Planner (max 2 marks)</li> <li>• Environmental Planner / Waste Management Engineer (max 1 marks)</li> <li>• Landscape Planner (max 1 marks)</li> <li>• Architects (max 3 marks)</li> <li>• Civil Engineer (max 1 marks)</li> <li>• MEP Engineers (max 1 marks)</li> <li>• Other Professional Staff (max 2 marks)</li> </ul> 1.0 marks each for Graduate/ Post Graduate professional having experience more than 15 years. 0.5 marks each for Graduate/ Post Graduate professional having experience less than 15 years. <b>With maximum of 10 marks.</b>		
<b>4.</b>	<b>GREEN BUILDING CONCEPTS</b>	<b>10</b>	
	(i) Design of Three or more buildings	10	
	(ii) Design of Two buildings	08	
	(iii) Design of One building	06	
<b>5.</b>	<b>LOCAL OFFICE</b>	<b>05</b>	
	(i) Local office at Kerala		

	<b>TOTAL 1 to 5</b>	<b>100</b>	
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**Document to be submitted in support of Evaluation Criterion**

**1. WORK EXPERIENCE**

- (i) Master plans of the campuses designed in A3 size
- (ii) Description of the project with complete details in one or two pages
- (iii) Completion certificates from clients
- (iv) Photographs

**2. FINANCIAL CAPABILITY**

- (i) Certified copies of IT returns
- (ii) Annual reports duly certified by Chartered Accountant

**3. Details of Professional Staff**

- (i) CVs of Professional staff

**4. GREEN BUILDING CONCEPTS**

- (ii) Certificates from clients

**5. LOCAL OFFICE**

- Details & location of local offices



**ANNEXURE – II**

**FORMAT FOR POWER OF ATTORNEY FOR AUTHORISED SIGNATORY  
POWER OF ATTORNEY\***

**(To be executed on non judicial stamp paper of the appropriate value in accordance with relevant stamp Act. The stamp paper to be in the name of the company who is issuing the power of Attorney)**

Know all men by these presents, we ..... do hereby constitute, appoint and authorize Mr./Ms.....(name and residential address..... who is presently employed with us and holding the position of ..... As our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for the Appointment of Design and DPR Consultant for the proposed Government Medical College, Palakkad, Kerala including signing and submission of all documents and providing information/ response to Client, representing us in all matters, dealing with Client in all matters in connection with our bid for the said project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid shall and shall always be deemed to have been done by us.

Dated this the.....day of .....20...

(Signature of authorized Signatory)

.....  
(Signature and Name in Block letters of Signatory)  
Seal of Company

Witness

Witness1:  
Name:  
Address:  
Occupation:

Witness 2:  
Name:  
Address:  
Occupation:

\*Notes:  
→The mode of execution of the power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter document(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.

**TO BE SWORN ON A NON-JUDICIAL STAMP PAPER OF RS.100/-  
AFFIDAVIT**

\*I/we.....

\*Director/ Proprietor/ Partner of .....

... ..(mention name of organization and its complete address) do hereby solemnly affirm and declare as under:

- 8.2.1. That \*I/we ..... \*am/are registered as (mention name of \*firm/company) vide Registration No..... under the provisions of .....(mention the name of the Act).
- 8.2.2. That \*I/we ..... have applied in response to the Invitation for Expression of Interest of Government Medical College, Palakkad, Kerala for Appointment of Design and DPR Consultant for the proposed Government Medical College, Palakkad, Kerala.
- 8.2.3. That .....(mention name of organization) is eligible to submit the aforesaid proposal as neither the applicant has been barred and/ or blacklisted by the Central Government and/ or any State Government of India at any time prior to the date of submitting this affidavit.
- 8.2.4. That .....(mention name of organization) or any of its constituents during the last five years has neither failed to perform on any agreement nor was expelled from any project or agreement nor any agreement terminated for any breach by the applicants or any of its constituents.
- 8.2.5. That an annexure attached to this affidavit gives list of all contracts of ..... (mention organization) or any of its constituents with the state/ central government that are in arbitration.
- 8.2.6 The Validity of the project shall be 180 days of required work expandable suitably.

**DEPONENT**

**VERIFICATION**

\*I/we ..... the above named deponent do hereby verify that the contents of the aforesaid paragraphs 1 to 4 are true and correct to the best of \*my/ our knowledge and belief and nothing is concealed there from.

Verified at ..... (place) this ..... Day of ..... 2012.

(Strike off whichever is not applicable)

DEPONENT

**Note: Deponent will be the authorized signatory of the Applicant**

**ORGANISATIONAL STRUCTURE**

1)	Name & Address of the applicant with Telephone No./Fax No/Email, Website etc.	
2)	a) Year of Establishment b) Date & Year of commencement of practice.	
3)	Legal status of the applicant (attach copies of original document defining the legal status)	
	a) A proprietary firm	
	b) A firm in partnership	
	c) A limited company or Corporation	
4)	Names of Directors & other executives with designation	
5)	Designation of individuals authorized to act for the organization.	
6)	Total No. of professional staff & years of experience:- <ul style="list-style-type: none"><li>• Urban Designer/ Town Planner</li><li>• Environmental Planner / Waste Management Engineer</li><li>• Landscape Planner</li><li>• Architects</li><li>• Civil Engineer</li><li>• MEP Engineers</li><li>• Other Professional/ Scientific Staff</li></ul>	
7)	Was the applicant ever required to suspend the project for a period of more than six months continuously after commencement of planning? If so, give the name of the project and reasons of suspension of project.	

8)	Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded project before its completion? If so, give name of the project and reasons for abandonment.	
9)	Has the applicant or any constituent partner in case of partnership firm, ever been debarred/ black listed for competing in any organization at any time? If so, give details.	
10)	Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.	
11)	Any other information considered necessary but not included above.	

**Signature**

## Check List

Sr. No.	Particulars requirement	(Ref. Page No. in Proposal)	Details of Particulars provided
1.	Tender document fee <b>Rs. 5,000/-</b> in the form of cash or DD from Nationalized / Scheduled bank		
2.	Qualifying Projects <i>[As per Form – C(I) and C(II) ]</i>		
3.	Financial turnover		
4	Registration in India as per law with min. 5 years of operation		
5	Registration with the Council of Architecture		
6	Details of Professional staff as per Form A		
7	Green Building Concepts		
8	Details of Local office		
9	Letter of Transmittal		
10	Power of Attorney for Authorized signatory as per Annexure II		
11	Affidavit as per Annexure III		
12	Signed and stamped EOI document		

### Applicant's Experience

(Details of major works (**maximum ten**) executed during the last ten years **that may support evaluation criterion at Annexure V**)

Sl. No.	Name of work	Address & contact detail of the client	Role in participation:	Description actual services provided by consultant	Date of commencement & completion	Project Cost INR in Millions	Tendered cost	Site Area	Built Up area	Time for completion as per tender

Name of Company/ Firm:

Please give reasons if the actual cost was more than 10% above the tendered cost.

Please give reasons if the actual time for completion was greater than 10% above the original schedule.

**Note:**

- The list of works is to be compiled as per the format above giving reference to specific evaluation criterion for which work being listed.
- Copy of supporting documents (in the form of certificate from client/ agreements/ appointment orders/ contract/ certification provided by Project owners) should be enclosed.

**Applicant's Experience: Project Sheet**

Firm's Name:

1	Project name
2	Country : Location within country:
3	Name of client :
4	Address:
5	Name of contact person: Title: Telephone no.:                      Email:
6	Approx. value of contract (INR in Millions):
7	Approx. value of the services provided by your firm under the contract (INR in Millions):
8	Start date (month /year): Completion date (month/year):
9	Duration of assignment (months):
10	Total No. of staff months of assignment:
11	Name of associated consultants, if any:
12	No. of professional staff-months provided by associated consultants:
13	Name of senior professional staff of your firm involved and functions performed: (indicate most significant profiles such as project Director/ Coordinator, Team Leader)
14	Narrative description of project and its nature:
15	Total campus area (in Ha):
16	Total covered area (in sq.mts.):

	(give separate information about actual built up/under construction and proposed)
17.	Brief description of the general specification of the special features:
18	Any green technologies/features used: (particularly for climate control, energy, water and waste management)

Note;

- . Copy of supporting document (in the form of certificate received) should be enclosed.
- . Where currency conversion is used, specify the exchange rate and its date.



**FINANCIAL CAPABILITIES**

**(Rs. In lacs)/ US dollars**

Financial Year	Financial turn over of the firm
2009-2010	
2010-2011	
2011-2012	
Average Annual Turnover over the past three years	

**Audited balance sheet/ IT return to be submitted in support of above turnover**

**Signature**