
Expression of Interest (EOI)

Selection of Consultants / Architects for the conversion of open spaces into workshops at workshop building of NID, Assam.

On behalf of Director NID, Assam, applications are invited from Interested and eligible Architects/ Consultants for appointment of Architect cum consultant for providing consultancy services for conversion of open spaces into workshops at workshop building of NID, Assam.

This project is for detailed architectural and structural planning, designing, estimation and tendering, supervision, and monitoring, etc. for executing project on conversion of open spaces into workshops at workshop building of NID, Assam.

CRITICAL DATE SHEET:

Date & Time For: -	:	Date and Time
EOI Document Publishing Date	:	26.09.2022
EOI Submission Start Date	:	26.09.2022
EOI Submission End Date	:	11.10.2022
Last date of sending query through email related to the EOI document	:	30.09.2022
Last date of physical submission of documents as specified in EOI document (Super scribing Name of Work, EOI No. and Date/Time of Opening) in separate sealed envelope to the TIA with complete postal address.	:	11.10.2022 up to 13:00 hrs
Date of Opening of Pre-Qualification Criteria documents	:	11.10.2022 15:30 hrs
Date of Presentation of Technical Proposal	:	Would be informed later on to the applicants qualifying the pre-qualification criteria stage.
Date of Opening of Financial proposal	:	Would be informed later on to the applicants qualifying the technical proposal stage.
Details of Submission of Hard Copies	:	Chief Administrative Officer National Institute of Design, Assam Vill- Tocklai, PO-Rajabari Jorhat, Assam-785014

THE GENERAL SCOPE OF THE WORK:

1. Site evaluation and assessment.
2. Preparation and submission of preliminary estimate for the above-mentioned work as per requirements for administrative approval.
3. Preparation of detailed layout drawings/ designs including Interior design, Illumination design and space planning as per requirement of NID, Assam with revisions thereof, as necessary.
4. Prepare all Shop drawing pertaining to fabrication of steel and architectural facade work etc.
5. Preparation of Detailed Bill of Quantities and specifications and detailed estimate of cost.
6. Preparation of tender documents with required detailed GFC drawings.
7. Support to NID, Assam in scrutiny of tenders and preparation of comparative statement.
8. Supervision as per site requirement as and when required during execution of work and Selection of materials, and other interior related elements.
9. Obtaining statutory approvals/permissions from authorities concerned.
10. Assisting NID, Assam in case contractor resorts to arbitration/Litigation
11. The duties and functions of the consultants mentioned above are only indicative and not exhaustive. The detailed duties and functions will be as per mutual agreement with NID, Assam.
12. After approval of the project from ministry, the architect will coordinate as and when required.

SCHEDULE OF SERVICES:

The Architect shall, after taking instructions from the Client, render the following services

CONCEPT DESIGN [STAGE 1]:

- (a) Prepare conceptual designs with reference to requirements and basic approach to circulation, activity distribution, interaction and external linkages.

PRELIMINARY DESIGN [STAGE 2]:

- (a) Modify the conceptual designs incorporating required changes, prepare the preliminary drawings, schedule of finishes for the Client's approval.
- (b) Prepare preliminary estimate of cost including preliminary specifications of different items and schedule of work. Approval from ministry shall be sought based on the same.

DRAWINGS FOR CLIENT'S /STATUTORY APPROVAL [STAGE 3]:

Once approved and sanctioned by the ministry, prepare drawings necessary for Client's/ statutory approvals and ensure compliance with codes, standards and legislation, as applicable and obtain the statutory approvals thereof, if required.

WORKING DRAWINGS AND TENDER DOCUMENTS [STAGE 4]:

- (a) Prepare working drawings deemed to be required for tender purpose including detailed specifications and Bill of Quantities sufficient to prepare detailed estimate of cost.
- (b) Tender documents including code of practice covering aspects like mode of measurement, quality control procedures on materials & works shall be prepared for selection of contractor.

CONSTRUCTION [STAGE 5]:

- (a) Prepare and issue detailed working drawings for proper execution of works during construction.
- (b) Approve samples of various materials, elements and components.
- (c) Visit the site of work and fabrication workshop, at intervals mutually agreed upon, to inspect and evaluate the progress of works and where necessary clarify any decision, offer interpretation of the drawings/specifications, attend conferences and meetings to ensure that the project proceeds generally in accordance with the conditions of contract and keep the Client informed and render advice on actions, if required.
- (d) In order to ensure that the work at site proceeds in accordance with the contract documents/ drawings and to exercise time and quality controls, the Architect shall make periodic supervision of the site
- (e) Inform the client in advance regarding deviation of quantities of items, requirement of extra item/ substitute items for execution of works and assist the client on approval process of the same. Also, assist the client on approval of EOT, if required.

(f) Issue Certificate of Completion of works.

COMPLETION [STAGE 6]:

- (a) Prepare and submit completion reports and drawings for the project as required and assist the Client in obtaining "Completion/ Occupancy Certificate" from statutory authorities, wherever required.
- (b) Issue 3 (three only) sets of as built drawings including services and structures.
- (c) 3D layout drawing shall be submitted.

Proposal and evaluation criterion

The Minimum Eligibility Criterion is as follows:

- a. The applicant must be in architectural consultancy business for the last 10 years with Minimum of 10 years of experience in the relevant field. The date of registration of the organization shall reckon for evaluation of experience. At least have one Rating for Green Project.
- b. The Architect should have completed 2 nos. of similar nature of works of project cost of not less than Rs. 20 lakhs in last 05 years in Govt./ PSU/ Autonomous bodies.
 - Work completion certificate to be submitted as proof of experience for completion of similar nature of works
- c. Similar nature of work means "Architectural consultancy services for structural steel structures or steel fabricated structures"
- d. Minimum turnover of Rs 30 lakhs in the last 03 years. Copy of Average Annual turnover during last 3 (three) years ending on 31st March of the previous financial year. A turnover certificate for last three years has to be submitted duly signed by Chartered Accountant with official seal and membership no.
- e. Should not incur loss in last two financial years. A "No Loss Certificate" should be submitted duly signed by Chartered Accountant with his Membership no. & Seal.
- f. ITR/Balance sheet certified by Chartered accountant of the last 3 years.

- g. The applicant must have valid registration with Council of Architecture. The applicant shall submit the copy of Registration certificate from COA (Council of architecture) in which date of registration should be clearly visible
- h. The applicant must have a registered office in North-East and preferably, have at least one branch office in Guwahati or Jorhat and registered architectural Consultant Under Assam PWD/ CPWD /any Govt. Agencies/ Any development Authority.
- i. The applicant should be fully conversant with all the applicable building / construction by-laws, local govt. and municipal codes, environmental laws, electrical and other regulations applicable for the building construction.
- j. The applicant must have at least one On Roll qualified graduate Architects. (Proof of the employee should have to be submitted).
- k. Summary of projects executed successfully in the past 5 years, focusing on brief descriptions of assignments, customer name and contact details, etc, to be provided. List of important projects completed or on hand, the applicants shall include a separate sheet in the prescribed format
- l. Please attach copy of PAN/TAN, GST No.
- m. Applicant should not be in the negative/blacklist of any State/ Central Government Department / PSU/Autonomous body. An affidavit on a non-judicial stamp paper of value Rs. 100/- is to be furnished certifying the same
- n. The application must be accompanied with rough estimates of the proposed work.
- o. The prospective applicant should visit the work site to understand the nature and scope of work and also for preparation of the rough estimate with prior intimation to NID, Assam from 27th to 30th September 2022.
- p. The application shall be sealed and signed on each page by the person (s) on behalf of the organization having necessary authorization/ power of attorney to do so. Each page of application shall be signed (copy of power of Attorney / Memorandum of association shall be furnished along with the application and Original should be produced subsequently for verification and return)

Only those applicants who qualify in pre-qualification eligibility evaluation as detailed above shall be invited for Design Concept Presentation under Technical proposal:

SL. No.	Attributes	Maximum Marks
1	Financial Strength	30
	(i) Gross annual financial turn over during immediate last 3 years ending 31.03.2022.	
	(ii) No losses for last 3 years. 0 points if losses exist, 10 points for no losses	
	(iii) 10 points for Turnover 30 lacs. 20 Points for Twice minimum eligibility	
2	No. and Quality of projects for some esteemed organization in Govt/Semi-Govt/ Autonomous bodies (5 marks for 1 no. of project, 10 for 2 nos. of project and maximum upto 20 marks)	20
3	Green Rating Achieved for Projects – 10 marks for each project.	10
4	No penalty or Ld levied on the applicant in the last 5 years in any project. (Work completion certificate to be considered)	20
5	Resources and Expert Profiles Proposed (1 Architect Consultants as per requirements) – 20 marks for each	20
Total Marks		100

- A. The applicants qualifying the minimum eligibility criteria will be evaluated for first stage pre-qualification by following criteria by scoring method on the basis of details furnished by them.
- B. To pre-qualify, the applicant must secure at least Fifty percent marks (50%) in each of the above criteria mentioned above and 70% marks in aggregate. NID, Assam however, reserves the right to restrict the list of such qualified applicant to any number deemed suitable by it.
- C. Even though any applicant may satisfy the above requirements, he would be liable to disqualification if he has:
- (i) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the eligibility criteria document.
 - (ii) Record of poor performance such as abandoning work

Evaluation of Technical Proposal

- A. Only those applicants who qualify in pre-qualification stage (eligibility stage) after evaluation of documents/details submitted by them as above will be asked to submit presentation as part of technical proposal at the notified date, time and place before the evaluation committee.
- B. In the next stage, presentation of the applicants shall be evaluated.

- C. The technical proposals shall be evaluated, and marks shall be assigned based on marking scheme as per table-A given below.
- D. The evaluation shall be on the basis of concept, detailing, and presentation involving details in 3D finalized by the evaluation committee, decision of which shall be final, and binding and no claim whatsoever shall be entertained.
- E. The applicant firm has to submit the presentations in soft copy and hard copy to NID, Assam after the presentations for records. Any applicant fails to submit the presentation for record shall be treated as non-responsive and its scores/ marks obtained till now shall be forfeited and it will be considered disqualified without any further references/ communications in this regard.
- F. The Applicant consultants shall be required to make presentation of their concept before the committee of NID, Assam. Applicant is also required to submit a precise brief paper on approach & methodology under following topics-
- I. Architects understanding of requirements given as per scope of work and as per site visit.
 - II. Composition of the team with emphasis on Team Leader and his standing in the field of commercial complexes / Office buildings / Office Interior design.
 - III. Design Methodology & Approach proposed for performing assignment.
 - IV. Comments on the total project demonstrating applicants' knowledge and understanding of project requirement.
 - V. Quality Assurance system for consultancy assignment.
 - VI. Green concept measures
 - VII. Best utilization of available space,
 - VIII. Influx of natural light

To qualify in Technical Presentation, at-least 70% marks must be secured by the applicant.

The Proposal shall be evaluated as under: -

SL. No.	Description	
1	Applicant's relevant experience, financial strength, Qualification and related experience of key personnel to be employed on the job. [@ 25% of Marks obtained in the initial evaluation] (25/100 x Marks obtained as per initial evaluation in table	25
2	Technical presentation: Approach paper on methodology, Concept plan for the proposed work, overall Plan and presentation of the proposals including internal and external finishes, services, etc. with details in 3D, etc. Innovative Modern and /or Contemporary,	75

	State of Art Architectural features Aesthetics, Green Building Features, Infrastructure for persons with disabilities. Incorporation of Environmentally friendly & Sustainability considerations in planning and design considering the use of eco-friendly materials/locally available materials at site	
	Total marks	100

The applicant firms securing 75% marks or more in table above shall only be considered technically qualified for opening of Financial proposals and evaluation thereafter. NID, Assam however reserves the right to restrict the list of such qualified firms to any number deemed suitable by it.

Opening of financial proposal:

After evaluation of technical proposal, a list of short-listed agencies will be prepared. Thereafter the financial proposals of only qualified shortlisted applicants shall be opened at the notified time, date and place in the presence of the qualified applicants or their representative. The proposals shall remain valid for 90 days from the date of opening of financial proposal.

Evaluation of Financial proposal:

- A. The applicants are required to quote fees for consultancy work in prescribed format inclusive of all prevailing taxes and levies. The financial proposal will include inter-alia, the fee for all components identified i/c detailed design, drawings and specifications for all parts covered in the scope of project with all services and other allied consultancy works.
- B. The quoted fee shall not be increased due to time and cost overrun. The fee shall be quoted in Indian Rupees only. Conditional proposal shall not be accepted.
- C. The applicants may please note that 80% weightage will be given to the technical proposal and 20% weightage will be given to the financial proposal of the technically qualified applicants.
- D. Evaluation methodology is given below:
 - (i) Composite Technical Score T(s): (Applicant's Technical Score as per evaluation criteria) /100 X 100
 - (ii) Composite Financial Score F(s): (Lowest financial proposal among applicants / Financial proposal quoted by applicant) X 100 3.
 - (iii) Total Score= 0.80 X T(s) + 0.20 X F (s) R.

Award criteria: Selection of applicant after opening of financial proposal

Award of Work:

- A. The work will be awarded to the applicant, scoring highest overall rating as calculated above, amongst the technically qualified applicants.
- B. The successful applicant shall be informed by NID, Assam through a letter of award of work. The selected applicant is expected to commence the assignment within 10 (Ten) days of issue of letter of award.
- C. The selected Architect/consultant will have to enter into a formal agreement on stamp paper with NID, Assam.
- D. Before issuance of the work order, the Tender Inviting Authority may verify the credential & other Documents of the selected applicant, if considered necessary. After verification, if it is found that such documents submitted by the applicant is either manufactured or false in that case, work order will not be issued in favour of the applicant under any circumstances

Submission Process

1. Interested applicant may furnish their expression of interest (EOI) in 03 (three) separate envelopes, one containing the Documents for pre-qualification superscribing “Documents for pre-qualification as per minimum eligibility criteria for EOI for selection of consultant/Architects for conversion of open spaces into workshops at workshop building of NID, Assam”, the second containing the technical proposal superscribing “technical proposal for EOI for selection of consultant/Architects for conversion of open spaces into workshops at workshop building of NID, Assam” and third containing the financial proposal superscribing “financial proposal for EOI for selection of consultant/Architects for conversion of open spaces into workshops at workshop building of NID, Assam”. All the three envelopes should be sealed inside a fourth envelope superscribing “EOI for selection of consultant/Architects for conversion of open spaces into workshops at workshop building of NID, Assam” mentioning EOI no., name and address of the proposer and Superscribed with “DO NOT OPEN BEFORE 1300 hrs ON 11th October, 2022 and addressed to **CHIEF ADMINISTRATIVE OFFICER, NATIONAL INSTITUTE OF DESIGN, ASSAM, VILL-TOCKLAI, PO-RAJABARI, JORHAT, ASSAM-785014.**
2. If the envelopes are not sealed and marked, NID Assam will assume no responsibility for the EOI’s misplacement or its premature opening. EOI/Proposals submitted after prescribed

date and time shall not be accepted.

3. The Original proposal shall be typed or written in indelible ink and shall be signed by the applicant or a person(s) duly authorized to bind the applicant to the contract. The person(s) signing the proposal/EOI shall initial all the pages of the proposal/EOI, except for unamended printed literature.
4. Any interlineations, erasures or overwriting shall be valid only if they are initialed by the person signing the EOI/Proposal.
5. The Eoi submitted by the applicant shall remain valid for a period of 120 days after the closing date (deadline) for submission of Eoi prescribed in this document. Eoi valid for shorter period may be rejected as non-responsive.
6. NID, Assam reserves the right to withdraw this Eoi, if he/she determines that such action is in the best interest of NID, Assam. NID, Assam undertakes that all the information shared by the applicant will be held in strict confidence and will not be made public unless directed by court of law.

Clarification

Clarification of any doubts of the intending applicants can be mailed to **tenders@nidj.ac.in**. Name of the applicant with details of the EOI should be mentioned with the clarification sought without which no response shall be provided to that query.

The response to the query/ clarification raised by any applicant will be uploaded on the website along with queries/clarifications raised or mailed to them. Accordingly, corrigendum shall be published (if required).

No Queries shall be entertained after the last date for raising of query.

Amendment to the EOI document

At any time prior to the deadline for submission of proposals, NID Assam, for any reason, whether, at its own initiative or in response to a clarification requested by a prospective applicant, may modify the EOI Document, by amendment.

In order to allow prospective applicants reasonable time in which to take the amendment into account in preparing their proposal, NID Assam, at its discretion, may extend the deadline for the submission of proposals.

Cost of Submission of Proposal

The applicant shall bear all the costs associated with the preparation and submission of its proposal, and NID Assam will in no case be responsible or liable for these costs, regardless of the conduct or outcome.

Contacting NID Assam

Applicant shall NOT contact NID Assam on any matter relating to its Proposal, from the time of opening of Proposal to the time a communication in writing about its qualification or otherwise received from NID Assam.

Any effort by the applicant to influence NID Assam in its decisions on Proposal evaluation, Proposal comparison may result in the rejection of the Proposal.

Disqualification

1. NID, Assam may at its sole discretion and at any time during the evaluation of EoI, disqualify any applicant, if the applicant Submitted the EoI after the response deadline, made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
2. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years.
3. Submitted a EoI that is not accompanied by required documentation or is non-responsive.
4. Failed to provide clarifications related thereto, when sought; or submitted more than one EoI.
5. Was declared ineligible/blacklisted by the Government of India/State/UT Government.
6. Should not be in litigation with any Government in India.

Completion Period

1. The overall completion period for the execution of this project from the date of commencement of work shall be mentioned in work order.
2. If at any stage, the Project has been delayed by the acts of NID, Assam or by the deployed contractor for the work, nothing extra shall be payable to the consultant. However suitable extension of time (if applicable) for completion of work shall be granted accordingly.

Escalation/Price Variation

- A. No claim / additional fees on account of any price variation/Escalation on whatsoever ground shall be entertained at any stage of works. Quoted fees shall be firm and fixed for entire contract period as well as extended period for completion of the works.
- B. In case the architect firm fails to complete the work within the Contract period or extended period as above owing to reasons attributable to architect firm, liquidated damages @ 2% per week of the total fees subject to a maximum of 10% of the total fees payable shall be levied on the architect firm. NID, Assam shall be entitled to deduct such damages from the dues that may become payable to the architect firm. If the work is held up at site due to non-availability of Drawings/Specifications/Other Details as per mutually agreed schedule penalty, proportionate to the value of the work which is held up, shall be imposed on the architect firm.

Abandonment of work:

- A. That if the architect firm abandon the work for any reason whatsoever or become incapacitated from acting as consultants as aforesaid, NID, Assam may make full use of all or any of the drawings prepared by the architect firm and that the architect firm shall be liable to refund any excess fees paid to them up to that date plus such damages as may be assessed by NID, Assam.
- B. If at any time after start of work, NID, Assam decides to abandon or reduce the scope of work for any reason whatsoever and hence not required the whole or any part of the works to be carried out, NID, Assam shall give notice in writing to this effect to the architect firm and the

architect firm shall have no claim for any payment of compensation, or otherwise whatsoever, on account of any profit or advance which it might have derived from the execution of works in full but which it did not derive in consequence of the foreclosure of the whole or part of the work.

Responsibilities for Accuracy of Project Proposals

- A. The architect firm shall be responsible for the accuracy of the technical / financial data collected and the designs, drawings, quantities and estimates prepared by them as a part of the project. They will indemnify NID, Assam against any inaccuracy in the work, which might surface out at the time of ground implementation of the project. In such an eventuality, the architect firm will be responsible to correct the drawings including re-investigations etc. as required without any extra cost implication on NID, Assam
- B. The Consultant shall fully indemnify NID, Assam from and against all claims and proceedings for or on account of any infringement of any patent right, design, trademark or name or other protected rights in respect of any construction plant, machinery work or material used for or in connection with the work or temporary works.

Force Majeure Clause

Architect Firm shall be granted extension of the completion date without any financial repercussion to cover the delay caused by the circumstances viz. incidence of war, invasion, revolution, sabotage, work shutdown imposed by Govt. agencies or legislature or other authorities, act of God, epidemics/pandemics like Covid -19 , fires, earth 10 quakes, floods explosions, accidents, sea navigation blockages or any other acts or events whatsoever which are beyond the control of NID, Assam and which shall directly or indirectly prevent completion of the works within the time specified in the agreement. This Force Majeure Clause shall be applicable only if extension of the completion date is granted by NID, Assam to the architect firm.

Termination:

- A. NID, Assam without any prejudice to its right against the architect firm in respect of any delay or otherwise or to any claims or damages in respect of any breaches of the contract and without prejudice to any right or remedies under any of the provisions of this contract may terminate the

contract by giving one month's notice in writing to the architect firm and in the event of such termination, the architect firm shall be liable to refund the excess payment, if any, made to them over and above what is due in terms of this agreement on the date of termination. NID, Assam may make full use of all or any of the drawings prepared by the consultants.

B. In case due to any circumstances, NID, Assam decides to curtail the scope of work or totally abandon the work, the payment to the architect firm would be made based on approved preliminary estimate or estimated cost or awarded cost whichever is less up to the stage of work executed by it immediately before taking such a decision.

Jurisdiction

The agreement shall be governed by the Indian Law for the time being in force and the Courts in Jorhat alone will have jurisdiction to deal with matter arising there from.

Stages of Payment:

A. Payment shall be made as per the following: -

Sl. No.	Stages	Percentage	Cumulative Percentage
1.	After Project Approval from ministry	50%	50%
2.	After preparation of tender , floating of tender and selection of successful applicant.	20%	70%
3.	After submission of Good for Construction drawings for civil work, Electrical, designs & drawings, any other drawing as applicable.	10%	80%
4.	After commissioning of Project	20%	100%

B. Please note that in case project is not approved from Ministry, no payment will be released to architect.

C. Each bill is to be raised after completion of respective stage.

- D. A retention amount equal to 2.5% of each bill amount shall be retained with NID, Assam and same (without interest) shall be released after one year from the project completion date.
- E. Before release of payment at stage 4 (Stage of Payment), architect will be required to submit three copies of all the As-built drawings in HARD COPY and in DVD. (AutoCAD & PDF).
- F. TDS shall be deducted as per the income tax law.

Annexure 1.

Work completed during last 5 years

Name of Work and Location	Contract amount	Date of award	Stipulated date of Completion	Actual date of Completion	Name and address of client	Name and phone no of client's contact person

Please attach evidence like copy of award letter / completion certificate given by client/ architect.

Annexure 2 (Financial Proposal): - Fees for Professional services

NAME OF WORK: EOI for selection of consultant/Architects for conversion of open spaces into workshops at workshop building of NID, Assam

DESCRIPTION	UNIT	Quoted fee in percentage (excluding GST) IN FIGURE	IN WORDS
Architectural consultancy work	Percent (%)		

Note:

1. The percentage (%) must be quoted up to two places of decimal only.
2. The percentage rates quoted by the applicant shall be inclusive of all taxes and levies but excluding GST. The GST as legally leviable and payable by the applicant under the provisions of applicable law/act shall be paid extra by NID, ASSAM.
3. Fees quoted will be firm and no escalation will be applicable.

Seal and Signature of the Applicant

Layout of Workshop Building (for reference purpose only)

