Ref. No. VC/ 2016/.1092

Date: 26/07/2016

NOTICE INVITING LIMITED TENDER FOR PROVIDING ARCHITECTURAL CONSULTANCY SERVICES FOR REPAIR AND RENOVATION WORKS IN VIVEKANANDA COLLEGE

Sealed tenders in two bid system i.e. “Technical Bid” & “Financial Bid” addressed to the Principal, Vivekananda College, Vivek Vihar, New Delhi-110095 are invited from eligible Architects for providing architectural consultancy services for ‘Repair and Renovations, retrofitting works and other major construction works like Girls hostel, reconstruction of staff quarters etc in the College. Prescribed tender form containing Terms & Conditions is available on the college website www.vivekanandacollege.edu.in

The cost of the Tender Form is Rs. 500/- (Non-Refundable). Tender document can be downloaded from www.vivekanandacollege.edu.in and a bank draft of Rs 500/- for cost of tender & Rs.10,000/-must be enclosed as EMD (EMD will be refunded to unsuccessful bidders after finalization of the bid, without interest) while submitting the duly filled in tender document. The last date of submission of tender form is 5/10/2016 at 2:00 PM. No tender form shall be accepted after the last date and scheduled time.

EMD of Successful Bidder will be reimbursed along with the final Bill of the First work completed successfully. In case of unsatisfactory work or non performance by the architect/ firms/ or rescindment of agreement, EMD amount will be forfeited.

The Technical Bid shall be opened on 5/10/2016 at 2.30 PM in the College Committee Room in the presence of interested bidders/authorized representatives. They should make themselves available for the same.

The bidder must submit:

The Demand Draft of Rs10,000/- for EMD and Rs 500/- for cost of tender document, (in case of downloaded tenders), the DD should be drawn in favour of “The Principal, Vivekananda College”, payable at New Delhi. The terms and conditions form should be duly signed by the bidder on each page.

The duly filled Tender form along with all necessary documents may be submitted to P.A.to Principal/Administrative Officer (Admin.) during working hours.

The undersigned reserves the right to accept or reject any or all the tenders submitted without assigning the reasons thereof.

(Dr. Hina Nandrajog)
Offg. Principal
TENDER DOCUMENT

Limited Tender Enquiry No. VNC/...... Dated ...........

Expression of interest for providing architectural services and other specialized consultancy for construction maintenance and retrofitting & other building repair works in Vivekananda College. Applications for expression of interest are invited from architect consultants on Delhi University panel/ working in D.U.Colleges for similar type of services in two bid system (Technical & Financial), as per the schedule given. Architect/ Firms must be registered with Council of Architecture in Delhi.

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<tr>
<td>Start date for submission of</td>
<td>26/09/2016 from 11:00AM</td>
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<tr>
<td>the Tender Form</td>
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<tr>
<td>Last date &amp; time for submission of Tender Form</td>
<td>5/10/2016 by 2.00 PM</td>
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<tr>
<td>Date and time of opening of Technical Bids</td>
<td>5/10/2016 at 2.30 PM</td>
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(Dr. Hina Nandrajog)
Offg. Principal
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(Dr. Hina Nandrajog)
Offg. Principal
I. INSTRUCTIONS TO THE BIDDER

GENERAL

(i) Name of the work is ‘Repair and Renovation of the building of Vivekananda College & other construction/maintenance/retrofitting works.

(ii) Bidders are advised to visit and inspect the site and its surroundings and satisfy themselves before submitting the tenders and obtain all necessary information which they feel is necessary to submit their tender.

(iii) The bidders are advised to quote their consultancy fee for executing the job in the format enclosed as (Financial Bid).

(vi) EMD, Technical Bid, & Price Bid shall be submitted in Three separate covers placed in single sealed cover mentioning the name of work & name of Firm/ Architect and shall be addressed to Principal Vivekananda college University of Delhi, Vivek Vihar Delhi.

SUBMISSION OF TENDER

Tenders shall be submitted in two parts in the following manner:

(i) “Part-I- Technical Bid”

The envelope shall be marked ‘Part-I – Technical Bid’ and shall contain the information/ documents as per (Qualifying Criteria) below.

(ii) “Part-II- Financial Bid”

The envelope shall be marked ‘Part-II – Price Bid’ and shall contain consultancy fee for executing the job in the format enclosed. No condition i.e. deviations/ assumptions/ stipulations/ clarifications/comments/ any other request whatsoever should be imposed. The conditional offers will be rejected.

(Dr. Hina Nandrajog)
Offg. Principal
QUALIFYING CRITERIA

The Architects/Firms having the following valid documents will be technically qualified and considered for opening of their price/financial bid. Technically qualified parties have no right to claim for award of the work. The College reserves the right to cancel or award the work to any bidder without assigning any reason.

(i) Registration with Council of Architecture. Copy of the Registration Certificate valid as on date should be enclosed.

(ii) Should also have adequate in house/associate facilities for structural designing and other related consultancy services like plumbing, sanitary, electrical /air conditioning, landscaping etc. or should have experienced associates on their panel. List of associate consultants with their profile to be enclosed.

(iii) Should have an establishment of at least five years and the principal partners/owner should have professional qualification and experience of 05 years in the field of Architecture/Planning, etc. Details should be furnished in the following format:-
   a. Name of the firm:
   b. Year of establishment of the firm:
   c. Bio data of principal partners and professional staff:

(iv) Should have 05 years experience of providing architectural consultancy services preferably in educational institutions/offices/other establishments.

(v) Architect should have a valid registration with council of architects and shall be either panel of Delhi University or working with the Delhi University colleges for similar type of work.

(vi) Architect shall furnish profile of their firm with the list of work carried out during last three years.

(vii) List of works designed & successfully completed with estimated cost shall be enclosed. Architects/Consultants having experience of construction & Maintenance works in University/College/Institutional buildings shall be given preference.

Details of the works should be furnished in the following format supported by copies of letters of award/appreciation letters/ recommendation letters and completion certificate issued by the institutions.

   a) Name of the client.
   b) Description of the Project.
   c) Project Cost.
   d) Date of commencement.
   e) Date of completion.

(Dr. Hina Nandrajog)
Offg. Principal
(viii) Bidders should give the undertaking annexed in part IV as “That my firm/company/LLP has never been black listed or my services discontinued for unsatisfactory work by any of the autonomous institutions/educational institutions/colleges/universities/public sector undertakings of the government of India or government of NCT of Delhi or any other state government or public sector banks or local bodies/municipalities and no criminal case is pending against the said firm/agency/Company as on the date of submission of the tender”.

(ix) Any other important information which the firm may like to submit in support of its technical competence

Note: IN THE ABSENCE OF SUPPORTING DOCUMENTS, THE OFFERS SHALL BE REJECTED AND THE PRICE BIDS OF THE BIDDERS WHO DO NOT MEET THE QUALIFYING REQUIREMENTS IN THE TECHNICAL BID WILL NOT BE OPENED.

VALIDITY OF OFFER

Tender submitted by Bidders shall remain valid for acceptance for a minimum period of 90 days from the date of opening of the tenders. The bidders shall not be entitled during the said period of 90 days, to revoke or cancel their Tender or to vary the Tender given or any term thereof, without the consent in writing of the Principal, Vivekananda College.

(Dr. Hina Nandrajog)
Offg. Principal
ACCEPTANCE/REJECTION OF TENDER

(i) The Principal of the college does not bind itself to accept the lowest tender.

(ii) The Principal also reserves the right to accept or reject any or all tenders without assigning any reason whatsoever.

(iii) The Principal also reserves the absolute right to reject any or all the tenders at any time solely based on past unsatisfactory performance by the bidder(s). The opinion/decision of the Principal regarding the same shall be final and conclusive.

(iv) It will be obligatory on the part of the bidder to sign the tender documents for all the components and parts. After the work is awarded he will have to enter into an agreement on Performa/Performa to be provided by the Principal for work awarded, on a non-judicial stamp paper of requisite value at its own cost.

II. CONDITIONS OF THE CONTRACT

1. Where the context so requires, words imparting the singular only also include the plural and vice versa.

2. The ‘College Principal’ shall mean “The Competent Authority and shall include their legal representatives, successors and permitted assigns.

3. The ‘Site’ shall mean the land and/or other places on into or through which work is to be executed under the contract for the purpose of carrying out the contract.

4. The ‘Architects’ shall mean the individual or firm or company, whether corporate or not, and shall include the legal personnel representative of such individual of the persons comprising such firm or company and the permitted assignee of such individual or firm or company.

5. The conduct of the Architects shall be honest and faithful to the college. The architects shall not indulge in any sort of connivance with the Contractor with any intention of causing any loss or injury to the college.

(Dr. Hina Nandrajog)
Offg. Principal
SCOPE OF WORK

Vivekananda College proposes to undertake the following Repair and Renovation works:

(i) Renovation of auditorium with all necessary facilities such as Centralized ACs, Sound System, multimedia projector, false ceiling, POP, Paint on the walls, LED lighting, providing & fixing double scaffolding system, and replacement of chairs.

(ii) Renovation of toilets, demolition works, concrete works, masonry works, finishes, painting and varnishing works, plumbing / sanitary works, electrical works, brick work.

(iii) Survey of the main building, main gate, and boundary walls, approach and surroundings in the College. Retrofitting work.

(iv) Repair of the roof tops of the College building.

(v) Construction of girls' hostel and reconstruction of staff quarters.

(vi) Any other construction or repair/maintenance work with the approval of competent authority

(vii) Preparation of schematic & detail drawings (Architectural, structural & services) of the proposed work, & cost estimates for approval of Principal (Both hard & soft copies)

(viii) Revised Drawings incorporating the changes including the master Layout plan of the college, if required.

(ix) N.I.T & Tender documents (10 hard copies along with soft copy)

(x) Scrutiny, Comparative statements of work tenders & recommendations for consideration of authorities.

(xi) Attending building committee meetings, Inspection of works & contractors bill certifications for payments.

(xii) Assisting the college authorities in any Technical/Financial/Audit advice connected with the work.

(xiii) Architects scope of work shall also include specialized work consultancies like structural, electrical, air conditioning, plumbing & sanitary work, interior work and any other specialized jobs for which architect shall appoint specialized consultant and fee of the architect include all fee payable to specialized consultant. Such consultant visit the site and shall also attend the meeting with building committee as and when required, nothing extra is payable of any convenience and other charges

(xiv) Preparation & submission of revised layout and building plans of the college for approval of local authorities like EDMCD & DUAC and Fire Officer Etc.

(Dr. Hina Nandrajog)
Offg. Principal
III. FINANCIAL / PRICE BID

1. Consultancy Fee (In percentage of final cost of work) .....................
2. Payment Terms & Stages of Payment (In percentage of total fee) ...............
3. Tax if any.

Note: Consultancy Fee shall include the following

(i) all fee payable to Associate consultants
(ii) Site visits for survey, inspection of works, meetings & conveyance charges.
(iii) Tendering advice & recommendations as & when required.
(iv) Stationery & equipment required for preparation of design, drawings. Estimates, NIT, tenders & comparative statements. Quality checks of the works etc. & any other task not specifically mentioned but connected to the work designed by architect/consultant.

Date .................. Signature & Seal of Architect/ Firm