

National Backward Classes Finance & Development Corporation

5th Floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg,
New Delhi-110016, Tel: +91-11-45854400/26511027/ 26511028
E-mail: nbcfdc@del3.vsnl.net.in

Notice Inviting Tender (NIT) for Engagement of Architectural Consultancy

No: NBCFDC/CS/NIT/2017

Dated: 01.08.2017

NBCFDC is seeking **Notice Inviting Tender (NIT)** from reputed architects who can provide architectural services for carrying out the renovation of its Conference Room and work stations at NBCFDC, 5th Floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg, New Delhi-110016. Tender document can be downloaded from NBCFDC website (www.nbcfdc.gov.in) and *Central Public Procurement Portal* (www.eprocure.gov.in). Architectural firms having proven experience according to qualifying requirements as mentioned in the tender enquiry may send their bid on or before 03:00 PM on 22.08.2017.

AGM (ADM) & CS
NBCFDC

National Backward Classes Finance & Development Corporation

5th Floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg,
New Delhi-110016, Tel: +91-11-45854400/26511027/ 26511028
E-mail: nbcfdc@del3.vsnl.net.in

Notice Inviting Tender (NIT) for Engagement of Architect

No: NBCFDC/CS/NIT/2017

Dated: 01.08.2017

SECTION (A) - INSTRUCTION TO BIDDERS.

ABOUT NBCFDC

National Backward Classes Finance & Development Corporation (NBCFDC) is a Govt. of India Undertaking under the aegis of Ministry of Social Justice and Empowerment. NBCFDC was incorporated under Section 25 of the Companies Act 1956 on 13th January 1992 as a Company not for profit with an objective to promote economic and developmental activities for the benefit of Backward Classes and to assist the poorer section of these classes in skill development and self-employment ventures. NBCFDC provides financial assistance through State Channelizing Agencies (SCAs) nominated by the respective State Governments/UTs and Regional Rural Banks, Public Sector Banks. The Corporation supports a wide range of income generating activities to assist the poorer section of these classes in skill development and self-employment ventures.

1. TENDER/BID OBJECTIVE

The objective of NIT is to select and engage Architectural Consultant / Firms /Companies Registered under Council of Architect, New Delhi to provide consultancy services towards design, agency selection and supervision of requirement of office area for Interior and furnishing work of Conference Room and work stations of NBCFDC at New Delhi. (As per Architect Act, Govt. of India, Proprietor / all the Partners of the Firm/LLP/Companies should be registered under Council of Architect for rendering professional services.)

NBCFDC invites offers under two bid systems for engagement of Architectural Consultant/Firms/LLP Interior Designers for consultancy services towards design, agency selection and supervision of requirement of office area admeasuring approximately 950 sqft areas for Interior and furnishing work of Conference Room and work stations. Bidders are requested to submit their documents/ offers establishing their fulfilment of eligibility criteria.

The duly filled up application in prescribed format for engagement of architect for comprehensive interior architectural work of NBCFDC, New Delhi is to be sent to the undersigned super-scribing on the top of the envelop "Engagement of Architect Consultants/Interior Designers." should reach on or before **22nd August 2017, 15:00 Hours** by hand or by post to:

AGM (Admn.) & CS

National Backward Classes Finance and Development Corporation
5th Floor, NCUI Building, 3, Siri Institutional Area,
August Kranti Marg, New Delhi-110016

2. IMPORTANT DATES

S.N.	Activity	Time Line
1	Pre-bid meeting	11 th August , 2017 at 12:00 Hrs
2	Issue of clarifications / corrigendum by NBCFDC, if any	16 th August 2017
3	Last Date & Time for Receipt of Bids	22 nd August, 2017 by 15:00 Hours
4	Date and Time of Opening of Technical Bids	22 nd August 2017 by 15.30 Hours
5	Date and Time of Opening of Financial Bids	Will be informed/intimated separately

For any further announcement(s), please visit NBCFDC website i.e. www.nbcfdc.gov.in

3. SCOPE OF WORK

The scope of work of architect is to prepare Concept plan, detail drawings, material specification, Structural design & drawing (if required), Service drawings, cost estimation, for Walls and ceiling, Modular workstation, Conference Room, Security Systems, Fire Detection, Air conditioning, Plumbing /Sanitary works, Electrical work, False ceiling and other ancillary work as per requirement with periodic site supervision as and when required. *Detailed SCOPE OF WORK (SOW) may be perused in Section (B).*

4. TENDER FEES

Tender document may be downloaded from the websites www.nbcfdc.gov.in and www.eprocure.gov.in. A demand draft of Rs. 500/- from any commercial bank drawn in favour of “**National Backward Classes Finance and Development Corporation**, 5th Floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg, New Delhi-110016” payable at New Delhi shall be submitted along with the bid and it is non-refundable. The bidders registered with NSIC, are exempt for payment of tender fee, if they produce a valid certificate.

5. EARNEST MONEY DEPOSIT (EMD)

Subject to compliance of response submission process, the intending bidders should pay along with bids an Earnest Money Deposit of Rs. 10,000/- (Rupees Ten Thousand Only). The EMD shall be paid by Demand Draft from any commercial bank in favour of “**National Backward Classes Finance and Development Corporation**, 5th Floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg, New Delhi-110016” payable at New Delhi. The EMD will not carry any interest. Offers received without EMD will be summarily rejected. However, the bidders registered with NSIC and having any other valid exemption certificate by the appropriate authority of Govt. of India, are exempt for payment of EMD, if they produce a valid certificate.

The EMD submitted by the bidder may be forfeited at the discretion of NBCFDC if:

- The bidder withdraws or amends its tender or derogates from the tender in any respect within the period of validity of its tender.
- The bidder withdraws his bid after processing but before acceptance of award of contract issued by NBCFDC

- The bidder violates any of the provisions of the terms and conditions of the tender specifications

Refund of EMD will be as follows

- The EMD will be refunded to the successful bidder on acceptance of the letter of award and submission of performance guarantee.
- Refund of EMD to the unsuccessful bidders, only after acceptance of award of contract by the selected bidder or in case of cancellation of Tender
- The Earnest Money Deposit (EMD) will be refunded without any interest under all conditions.

6. ELIGIBILITY CRITERIA

I. Eligibility criteria/Qualifying requirements of Architect/ Interior Designers firms

- (a) Since Architectural concept and design is the prime consideration, reputed Architect / Architectural firms shall be the main lead for the project. Hence applications from registered entities including individual / firms/LLP/Companies with major exposure to Architecture and an experience of at least five years will be considered.
- (b) The intending agencies that have experience of executing similar works of commensurate financial value (as defined in Annexure III) including with Government of India/State Government/Central Public Sector Enterprises/Public Sector Banks/ other autonomous bodies/institutions under Central or State Govt., will be given priority.
- (c) The Architect / Architectural firms /LLP/Companies with minimum 5 years of extensive experience of rendering architectural concept / design and /or similar services.
- (d) Architectural and Design Consultancy entity shall possess expertise and experience in interior design of institutions/public buildings incorporating relevant and latest emerging features in the field.
- (e) Architectural and Engineering Design Consultancy entity shall have adequate in house expertise and experience in planning, designing of architectural concept and designs, structural, civil, public health, Electrical, Fire fighting systems, Building Automation, LAN, Interior works etc., as required for the work
- (f) Architectural and Engineering Design Consultancy entity that follow the eligibility criteria laid down by the Council of Architecture (India) are eligible to participate. The onus of the Architect and Engineering Design Consultancy firm's eligibility as per the Council of Architecture (India) guidelines shall rest with the firm itself.
- (g) The entity should have current and valid registration.
- (h) The tabulation on various parameters to be fulfilled as per the eligibility criteria and the allotted marks for each are available at Annexure-III.

II. General Instructions

- 1) The selected bidder shall indicate the authorized signatories who can discuss and correspond with NBCFDC, with regard to the obligations under the contract.

- 2) The application shall be signed by the persons 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.)
- 3) Intending applicants are required to submit their full Bio-Data giving details about their organization, experience, technical personal in their organization. Proven competence to handle major works, in house computer aided facilities etc. in the enclosed Performa.
- 4) The application must be accompanied with registration certificate under council of Architect, PAN card with IT return for last 3 years, service tax/ GSTN registration.
- 5) If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on separate sheets shall be used for each part of the application. Separate sheets must be duly signed and sealed.
- 6) The applicant (Architect Consultants, Interior Designers' entity) must have at least two On roll qualified graduate Architects experience of preparation of concept plan, structural design & drawing, services, landscape ancillary works and cost estimation based on current Schedule of Rates of Delhi and non- Schedule items if require based on market rate analysis. (Proof of Employee Should have to be Submitted)
- 7) The applicant may engage the services of well qualified specialists or consultants pertaining to services., relevant to the work at his own risk and cost and no extra payment will be made by NBCFDC in this regard.
- 8) While filling up the application with regard to the list of important projects completed or on hand, the applicants shall include separate sheet in the prescribed format. Services to be rendered by the consulting firm.
- 9) a) To take instruction from NBCFDC and prepare sketch designs/ presentation drawings making revisions till sketch designs are finally approved by the Mission and making preliminary estimates of cost.

b) To prepare architectural working drawings, structural drawings including, services drawings- electrical, plumbing sanitary, fire fighting and all other drawings for various trades required for completion of the particular project.
- 10) The prospective applicant should visit the work site to understand the nature and scope of work with prior intimation to NBCFDC, New Delhi from 1st August to 21st August 2017.
- 11) The applicant, if shortlisted for the presentation stage, will require to present the rough estimates of the proposed work.
- 12) The total consultancy fee and schedule of payment shall be duly filled up as per annexure IV. The consultancy fee shall be inclusive of GST and any other taxes as applicable. Deduction of income tax etc. will be made at source at the time of making payment.

ANNEXURES TO THE PROPOSAL

The bid comprises of following Annexure

Annexure I	Letter
Annexure II	Organisational structure
Annexure III	Checklist of documents and allotted marks
Annexure IV	Details of the qualification works executed
Annexure V	Registration/Empanelment with Government/ CPSE/ Banks /Institution
Annexure VI	Schedule of Services
Annexure VII	Consultancy fee/price bid and schedule of payment
Annexure VIII	Bank Particulars

7. General terms and conditions

- Bidder shall, as part of their bid, submit a written Authorization Letter as per specified Form in tender from Proprietor / Partner/Director of Bidding firm/ consulting company if the signatory is other than Proprietor /Partner/Director.
- Bidding documents shall at all times remain the exclusive property of the NBCFDC.
- NBCFDC reserves the right to accept or reject any Bid and to annul the Bidding process and reject all Bids at any time prior to award of contract without assigning any reason whatsoever, without thereby incurring any liability to the affected Bidder or Bidders or without any obligation to inform the affected Bidder or Bidders of the grounds or the reasons for the said action.
- Canvassing in any form by the bidder or by any other agency on their behalf may lead to disqualification of their bid.
- In case any bidder is found to be involved in cartel formation, his bid will not be considered for evaluation / placement of order. Such Bidder will be debarred from bidding in future.
- The bidder/contractor shall not sublet, transfer or assign the contract or any part thereof to any other person / firm / consulting company / organization/firm.

8. Scrutiny & Evaluation of Bids

- 8.1 The documents submitted in terms of check list at Annexure III will be scrutinized and marks allotted to each bidder in such a manner that the bidders having credential twice the minimum criteria will be awarded full marks for the said parameters and other awarded marks on a prorata basis. The maximum marks for submission of documents will be 25.
- 8.2 All bidders who have fulfilled the minimum eligibility criteria by way of submission of all the documents will be invited to presentation on the following aspects, which will carry an added 25 marks; (bring out the aspects)
 - a) It is to be explicitly noted here that bidders not submitting the requisite documents to establish fulfillment of each and every eligibility criteria will not be invited for presentation regardless of the marks they obtain against eligibility criteria.

8.3 Price Bids of all bidders who have fulfilled all the minimum eligibility criteria & secured more than 35 marks will be opened and work will be awarded on the Least Cost System ‘LCS’ wherein the qualified bidder quoting the minimum price will be selected after due scrutiny of the reasonability & workability of the rates.

8.4 Note: Conditional bids will not be considered as technically responsive and may be summarily rejected.

9. Award of Work

9.1 NBCFDC will issue a Letter of Award for sanction of work in duplicate reiterating all the concerned terms & condition and scope of work which should be accepted within one week by the successful bidder by signing in all pages of the sanction letter as a token of unconditional acceptance.

9.2 Performance Security Deposit – An interest free Performa Security Deposit in the form of DD payable @10% of the quoted value of work (exclusive of taxes) will also require to be submitted to NBCFDC, which will be refunded to the bidder on or after satisfactory completion of the work/activities.

9.3 The successful bidder may exercise the option of adjusting the unreturned EMD as part of the PSD by giving a written confirmation to this effect.

10. Delivery Period & Liquidated Damages

As the time is the essence of the contract Agreement, the ability and competence of the applicants to render required services within the specified time frame will be the major factor while deciding the selection of the Architects.

10.1 The Delivery Period for the various mile stones is tabulated hereunder. The consultant should prepare the tender documents for floating by NBCFDC latest within seven weeks from award of Work. The payments against achieving the various millstones are tabulated at Annexure VI.

Particular	Delivery period
Stage 1 On submitting conceptual designs and rough estimate of cost.	D+2 weeks
Stage 2 On submitting the required preliminary design for NBCFDC's approval along with the preliminary estimate of cost.	D+3 weeks
Stage 3 a. On incorporating NBCFDC’s suggestions and submitting drawing for approval from NBCFDC/ statutory authorities, if required. b. Upon NBCFDC's / statutory approval necessary for commencement of construction, wherever applicable.	D+5 weeks
Stage 4 Upon preparation of working drawings, specifications and schedule of quantities sufficient to prepare estimate of cost and preparation of tender documents and floating of the tender.	D+7 weeks

Stage 5 On receiving tenders; advising Client on appointment of contractors.	D+12weeks (estimated)
Stage 6 On 50% completion of the work	D+18 weeks (estimated)
Stage 7 On final completion of by the contractor	D+21 weeks (estimated)

10.2 It may be noted that delays in fulfilment of the milestones will attract being of liquidated damages of @02% of the assured payment for each week of delay including past week subject to a maximum of 10%. For delays beyond 5 weeks, NBCFDC may exercise its discretion to terminate the agreement & black list the service provider.

10.3 The authority for waiver / exemption for the lines listed at 10.2 above will be MD/NBCFDC and will be based on the merits of the case.

SECTION (B) - DETAILED SCOPE OF WORK

(I) The scope of work of architect is to prepare Concept plan, detail drawings, material specification, Structural design & drawing (if required), Service drawings, cost estimation, for Walls and ceiling, Modular workstation, Conference Room, Security Systems, Fire Detection, Air conditioning, Plumbing /Sanitary works, Electrical work, False ceiling and other ancillary work as per requirement with periodic site supervision as and when required.

- Internal arrangement with details of the floors as per requirement of user department etc.
- Light weight partition walls and flooring Design.
- HVAC, fire fighting, fire intelligent detection system with P.A system of various areas etc.
- Interior designing of Conference Room with provision of audio visual systems etc and workstation areas.
- Interior planning of toilets and other areas to ensure barrier free environment.
- False ceiling and acoustic treatment etc.
- Door/window glass etc.,
- Internal public Health services and electrical installation work etc.
- Scheme for lighting along with type of luminaire
- Any other provision/requirement as per the National Building Code (Latest addition).

The architect/interior designer/consortium shall specifically be required to provide the complete planning/detailing for the following areas as per the details given below: -

Location	Tentative use of space.	Covered area
5 th Floor, NCU Building.	Conference Room and workstations etc.,	950 sft

- (II) Preparation of the detailed estimate of quantities with cost based on prevailing market rates/DSR as Applicable in Delhi.
- (III) Preparation of DNIT with detailed specifications of materials for inviting tender for execution of the work of interior designing planning and furnishing etc. as per scope of work.
- (IV) To provide assistance for the purpose of tendering process and award of work to the eligible firm.

EXPRESSION OF INTEREST – FOR RENOVATION OF CONFERENCE ROOM AND WORK STATION AT NBCFDC

LETTER

FROM:

To:

AGM (Admn.) & CS
National Backward Classes Finance and Development Corporation
5th Floor, NCUI Building, 3, Siri Institutional Area,
August Kranti Marg, New Delhi-110016

Subject: Submission of EOI from Architects / Architectural entity for providing Architectural consultancy for RENOVATION AT NBCFDC, New Delhi

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 agree that NBCFDC, Delhi or their authorized representatives can approach individuals, employers and firms to verify our competence and general reputation.
4. I / We submit the following certificates in support of our suitability, technical know-how and capability for having successfully completed the following projects along with prescribed format:

Name of project

Certificate from

Signature(s) of Applicant(s)

Enclosures

Seal of applicant

Date of submission

**EXPRESSION OF INTEREST – FOR RENOVATION OF CONFERENCE ROOM AND WORK STATION AT NBCFDC
OFFICE**

**ORGANISATIONAL STRUCTURE
(To be furnished for each member of consortium / sub consultant)**

1	Name & Address of the applicant with Telephone No./Fax No./Email ID.	
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 / Joint venture / Consortia	
4	Names of Directors & other executives with designation	
5	Designation of individuals authorized to act for the organization.	
6	Total No. of professional staff:- Architects: Structural Engineers: Quantity Surveyors: Others:	
7	Was the applicant ever required to suspend the project for a period of more than six months continuously after you commenced the planning? If so, give the name of the project and reasons of suspension of project.	
8	Has the applicant or any 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

ANNEXURE-III

Checklist of documents and allotted marks

SI No	Parameters	Criteria	Maximum Marks	Supporting documents
(i)	Existence of Firm	No of years (at least five years)	5	Certificate of Incorporation
(ii)	Average Annual Turnover (FY 14, FY 15 & FY 16)	Rs. 50 lakhs	5	Audited Annual Accounts
(iii)	Consultancy for projects completed at least ; One of 30 lakhs, Two of 25 lakhs each Three of 20 lakhs each in the FY 17	No of Project (as per parameter)	5	Completion Certificate and or Satisfactory Performance certificate issued by the client
(iv)	Consultancy for at least one work of minimum Rs 20 lakhs value work for GOI/CPSE/State Govt./ Autonomous bodies or institutions under central / State Govt.	No of Projects (at least one)	5	Completion certificate issued by institution
(v)	No of Architects with 10 years of experience & above	No of Architect(s) (at least one)	5	CV of Architect(s)

(Supporting documents must be furnished failing which NBCFDC may at its discretion reject the bid.)

ANNEXURE-V

Registration/Empanelment with Government/ Central Public Sector Enterprises/ Public Sector Bank/Autonomous bodies/ Institution under Central/State government.

Sl.No.	Name of the organization	Nature of works
1		
2		
3		
4		
5		

Schedule of Services

Particular	Delivery period	% of payment of Consultancy fee
Stage 1 On submitting conceptual designs and rough estimate of cost.	D+2 weeks	10% of the fee
Stage 2 On submitting the required preliminary design for NBCFDC's approval along with the preliminary estimate of cost.	D+3 weeks	10% of the fee
Stage 3 a. On incorporating NBCFDC's suggestions and submitting drawing for approval from NBCFDC/ statutory authorities, if required. b. Upon NBCFDC's / statutory approval necessary for commencement of construction, wherever applicable.	D+5 weeks	10% of the fee
Stage 4 Upon preparation of working drawings, specifications and schedule of quantities sufficient to prepare estimate of cost and preparation of tender documents and floating of the tender.	D+7 weeks	20% of the fee
Stage 5 On receiving tenders; advising Client on appointment of contractors.	D+12weeks (estimated)	10% of the fee
Stage 6 On 50% completion of the work	D+18 weeks (estimated)	20% of the fee
Stage 7 On final completion of work by the contractor	D+21 weeks (estimated)	Balance 20 % of the fee

Consultancy fee and schedule of payment

- a. Consultancy fee% of the estimated cost of work.
(Rate should be quoted both in figure and words)
- b. Schedule of payment.

Particular	Delivery period	% of payment of Consultancy fee
Stage 1 On submitting conceptual designs and rough estimate of cost.	D+2 weeks	10% of the fee
Stage 2 On submitting the required preliminary design for NBCFDC's approval along with the preliminary estimate of cost.	D+3 weeks	10% of the fee
Stage 3 c. On incorporating NBCFDC's suggestions and submitting drawing for approval from NBCFDC/ statutory authorities, if required. d. Upon NBCFDC's / statutory approval necessary for commencement of construction, wherever applicable.	D+5 weeks	10% of the fee
Stage 4 Upon preparation of working drawings, specifications and schedule of quantities sufficient to prepare estimate of cost and preparation of tender documents and floating of the tender.	D+7 weeks	20% of the fee
Stage 5 On receiving tenders; advising Client on appointment of contractors.	D+12weeks (estimated)	10% of the fee
Stage 6 On 50% completion of the work	D+18 weeks (estimated)	20% of the fee
Stage 7 On final completion of by the contractor	D+21 weeks (estimated)	Balance 20 % of the fee

ANNEXURE-VIII

**E-Payment Form
Bank account particulars**

1. Bidder's name:
2. Address of bidder
3. Particular of bank account
 - Name of the bank
 - Branch code
 - Address of the branch
 - Type of Account (SB, Current, Credit)
 - Account number
 - Bank's IFSC code for RTGS/NEFT
4. PAN & GST Number:

I hereby declare that the particulars given above are correct and complete and accord our consent for receiving payment through electronic mechanism. I also undertake to intimate the changes, if any, in bank account details in future and NBCFDC will not be held responsible for non-payment/delay due to above change in bank details and also due to technical reasons beyond its control.

()
Signature of the authorized signatory (ies) &
Designation

Place:

Date:

Official seal of the bidder