

Request for Proposal (RFP)

**Of proposed “CONSULTANT FOR BIHAR CENTRE OF URBAN GOVERNANCE/
URBAN RESOURCE CENTRE/ SIGNATURE BUILDING(ACCORDING TO
BUILDING BY LAWS)” at PATNA, BIHAR.**

**Bihar Urban Infrastructure Development Corporation Ltd.
Patna.**

Project	:	BUIDCO PROPOSES TO INVITE INDIVIDUAL/FIRMS OF REPUTE TO SUBMIT DESIGN CONCEPT FOR PROPOSED BIHAR CENTRE OF URBAN GOVERNANCE/ URBAN RESOURCE CENTRE/ SIGNATURE BUILDING (ACCORDING TO BUILDING BY LAWS)” at PATNA, BIHAR.
Owner	:	Managing Director, Bihar Urban Infrastructure Development Corporation Limited #2 nd floor, Khadya Bhawan, Road No-2, Daroga Rai Path, Patna-800001 Tele Phone: + 91- 0612-2210101/02 Tele Fax: + 91- 612-22101103.

APPLICATION FORM

FOR SELECTION OF ARCHITECTS/ARCHITECTURAL AND DESIGN CONSULTANT FOR BIHAR CENTRE OF URBAN GOVERNANCE/URBAN RESOURCE CENTRE, PATNA, BIHAR.

S.No	Item	Details	Page No. Enclosure/ Attachments
1	Name of the Consultant/Firm /Individual	
2	Address(FULL)	
3	Contact Person authorized to act for the organization i. Name ii. Photo Photo (Signature & Designation)	
	iii. Phone No. iv. Mobile No v. Fax vi. E-mail vii. Website if any	
4	Details of Security i) DD No./BG No. ii) Date iii) Name of Bank/Branch iv) Amount	
5	Registration with council of Architecture No. Date Date of validity (Photo Copy self-attested to be Enclosed)	
6	Category for Empanelment applied :- A) Comprehensive Consultancy services. <hr/> B) Part Consultancy Services	
7	Value of projects for which consultancy done in last 3 years (Rs in Crores) 2018-19 2017-18 2016-17 (Photo Copy self-attested to be Enclose)	
S.No	Item	Details	Page No. Enclosure/ Attachments

8	Value of single project done in a year in at least one of last 3 years (Rs in Crores) 2018-19 2017-18 2016-17 (Photo Copy self-attested to be Enclosed)		
9	Financial Information: Turnover of the last 3 years (Rs in Crores) 2018-19 2017-18 2016-17 (Photo Copy self-attested to be Enclosed)		
10	Income Tax Permanent Account No. (Photo Copy self-attested to be Enclosed)		
11	Service Tax Registration No./ GST (Photo Copy self-attested to be Enclosed)	
12	Details of Attachments	1. 2. 3. 4. 5.	

Note:

1. Required supporting documents for above details should be submitted with proposal.
2. If any information given by the firm in the application is found to be false or suppressed, the empanelment shall be cancelled and the amount of security deposited will be forfeited.

SIGNATURE OF AUTHORIZED PERSON WITH SEAL

1. Bihar Urban Infrastructure Development Corporation Ltd (BUIDCo) proposes to promote a single stage design competition and invites Architects/ Architectural Firms of National/ International repute to submit design concept for proposed “Consultant for BIHAR CENTRE OF URBAN GOVERNANCE/ URBAN RESOURCE CENTRE/ SIGNATURE BUILDING (ACCORDING TO BUILDING BY LAWS)” at PATNA,, Bihar.
2. Objective- To obtain best possible concept design with which after further elaboration the project could be developed. The District and state is reflected in the Design and Building.
3. Eligibility Criteria- Only those Individual/ Architects/ Architectural Firms fulfilling criteria mentioned below are eligible to participate in the design competition and to offer comprehensive Architectural Services.
 - 3.1 Relevant Experience of Consultancy services to Government / semi Government Body only Considered.
 - 3.2 Should have provided comprehensive architectural services for completed govt./ semi govt. Building project of not less than two projects of Rs 30 Cr. each or three projects of Rs- 20 Cr. each.
 - 3.3 Financial capabilities:- Minimum Annual turnover from professional fees in any one year of last Three years should be Rs. 1 Crore.
 - 3.4 Registration of Principal/ Partner/ Director with Council of Architecture (COA) is mandatory.
 - 3.5 Document to be submitted in Envelop – A
 - i. Attested Copy of Registration Certificate from Council of Architecture of Principal/ Partner / Director and also of other Architects in the firm.
 - ii. Performance Certificate from client with detail of qualifying project as Per Para 3.1.1
 - iii. Photograph / drawing/ details of qualifying projects.
 - iv. Audited balance sheet in favour of Para 3.2
 - v. Bio-data of key technical personnel and sub-consultant.
 - vi. Details of firm, equipments software, registration with tax authorities Income Tax/ Service Tax etc.

vii. Financial proposal in separate sealed envelope kept in main envelopes Per Para 5.2

viii. Dully filled-up format F1/F2.

4.0 Selection Process:

- i. Publication of Request for Proposal and request for design proposal.
- ii. Evaluation of technical details of the firm to based on eligibility criteria.
- iii. Evaluation of technical documents, concept design and presentation Out of 100 points (in the ratio of 30:70). In which 30 % marks for Technical document and 70 % marks are allocated for concept design & presentation which is given by appointed jury. Only those firms, Who will obtain 70 or more points, will be shortlisted for opening of Financial bid. In case, If in this tender less than three bidder get selected for financial bid opening then this tender will be treated as non-responsive and fresh selection process will be adopt .
- iv. Opening of financial bid of shortlisted firm as (iii) above and selection of firm.
- v. Final selection of Consultant and award of work shall be based on negotiation with the selected firm, and only after failure of negotiation. Offer of the next best design shall be called for fee negotiation.

5.0 Submittals for the design competition shall be addressed to office of “Chief Engineer” , BUIDCo Office., West Boring Cannal Road, Patna-800001.

5.1 The proposal shall be submitted in three envelopes are per following details

5.1.1 Sealed envelope super scribed ‘Envelope “A” shall consist of A1 size (594x841) sheets depicting.

- i. Approach to design concept.
- ii. Concept design layout plan floor plans, view etc sufficient to explain the design. Including brief specification.
- iii. Brief report and PAR Estimates based on CPWD norm/ Latest SOR with indexing.
- iv. Soft copy of document in CD

- v. The drawings may be organized in horizontal or vertical format to best represent the concept approach. Supplementary drawings, sketches, other information to be provided in A3 size booklet format.

5.1.2 Sealed envelope super scribed 'Envelope' "B" shall consists of technical detail of the firm, details of Project experience, ATO of last three years, certificates, Etc. Supporting eligibility criteria, as per para 3.1 to 3.4.

5.1.3 Sealed envelope super scribed 'Envelope "C"' shall consist of financial proposal. This shall be absolute cost of project.

5.2 Envelop 'B' and 'C' shall be submitted together in a sealed envelope marked "Technical Bid"

5.2.1 Sealed envelope 'A' shall be submitted separately.

5.3 Physical model/ 3D (perspective) View in suitable scale.

6.0 General Condition.

6.1 Neatly Typed/ printed application in English with the signature and seal of the authorized signatory clearly indicating the details of firm(s) and fulfilment of eligibility criteria shall be submitted along with supporting documents.

6.2 All papers submitted shall be duly signed and numbered except the document in envelope 'A'

6.3 Dully completed & signed offer should be submitted as per published notice.

6.4 Tentative scope of work and schedule of services-as/agreement to be signed with BUIDCo. work shall include-

Site Evaluation and analysis, Architectural work and site development, structural engineering work, Sanitary, Plumbing, drainage, water supply & sewerage work/ Electrical work fire fighting system / HVAC/ interior design/ specialized services as per requirement Landscape work including design of open spaces, horticulture Interiors and any other related works specifically entrusted to the Architects & Supervision of work till its completion.

6.5 Selected Architects/Firms shall must have dedicated structural design team which has sufficient experiences and qualification.

6.6 BUIDCO. Reserves the right to verify the performance of the Architect/ firm and to call for any further information.

6.7 Architect/ firm may furnish any additional information separately as deemed Necessary. However, they are advised not to furnish superfluous information. No Information shall be entertained after the due time unless called for by BUIDCO.

6.8 Any information furnished by firm found to be incorrect at any stage would Render their being ineligible without prejudice to any other right or remedy available in law of Land.

6.9 BUIDCO. Shall not be responsible for any postal delay.

6.10 BUIDCO. Reserves the right to accept or reject any or all the applications.

6.11 Selected firm from outside Bihar shall be required to have local office at Patna or, have local residence Architect (Consent to be attached) for the Period of completion of project or for a period as mutually agreed for desired level of co-ordination.

6.12 Selected Architect/ firm shall carry out the assigned job after executing the Agreement with BUIDCO.

6.13 Short listed firms shall be asked for presentation of their past works and Approach to the project at Patna at their own cost.

6.14 Incomplete application/ disregard to the laid conditions may summarily lead to Rejection of the application.

7.0 Brief requirements of the Project :-

PROPOSED BIHAR CENTRE OF URBAN GOVERNANCE/ URBAN RESOURCE CENTRE/ SIGNATURE BUIDLNG (ACCORDING TO BUILDING BY LAWS)" at PATNA, BIHAR.

7.1 For the " BIHAR CENTRE OF URBAN GOVERNANCE/ URBAN RESOURCE CENTRE/ SIGNATURE BUIDLNG " At Patna, (Bihar) the survey drawings of the site is being enclosed with the RFP(Annexure-A).

- 7.2 The Site Plan- as per Annexure- 2(a&b).
- 7.3 Fulfillment of the requirements of Project, use of innovative idea and technique landscaping, planning in reference of the context, optimum land Utilization & campus planning etc, shall be the basis of evaluation of the Concept design.
8. The consultant are expected to acquaint themselves with the site before Designing the project.
9. Submission of design implies acceptance of the conditions of the competition, Competitors indemnify and hold harmless BUIDCO. And jury member from any expenses, claim and or liability which may result directly or indirectly arising from their participation and the documents submitted become the property of the department. However, the author shall retain full copyright of the drawings until or unless assigned, BUIDCO. shall retain unrestricted, but exclusive right to display exhibit and publish the document without further notice or additional compensation in all cases the authors will be credited and cited.
 - a. The undersigned may be contacted for any clarification at
Tel: 0612-2506109,2506208 Fax: 0612-2506132
 - b. All entries should reach the office of the undersigned positively as per the Published notice.
10. **SCOPE OF WORKS**
 - 2.1 Site Evaluation and analysis.
 - 2.2 Architectural work and site development.
 - 2.3 Structural engineering work.
 - 2.4 Sanitary, plumbing, drainage, water supply and sewerage work.
 - 2.5 Electrical work
 - 2.6 Fire-fighting system/HVAC/ specialized service as per requirement.
 - 2.7 Landscape work including design of open spaces, horticulture, Interiors and any other related works specifically entrusted to Architects & Supervision of work till its Completion.

- 2.8 Preparation of Concept Note, feasibility reports Detailed Project report & related presentation.
- 2.9 Any other related works specifically entrusted by the BUIDCO.

11. **SCHEDULE OF SERVICES**

A. **Preparation of layout plan and concept plans**

- 11.1 a) Take instruction from BUIDCO regarding requirements of project as a whole and prepare and Approval of Pre- design report.
- b) Prepare layout plan, conceptual plans with reference to requirements given and prepare approximated estimate of cost by area basis. As proposed concept play, you have to obtain NOC of the selected land from concerned ULB. BUIDCO will facilitate in obtaining the selected land NOC after obtaining NOC & the rest stage of scope of work should be done.
- 11.2 Modify conceptual plans specification incorporating required suggestion/ changes and prepare preliminary drawings and designs for BUIDCO. approval along with revised preliminary estimate of cost.
- 11.3 a) Prepare drawings necessary for submission to statutory bodies for sanction and advise on formalities.
- b) Prepare feasibility reports and detailed project reports for submission to statutory bodies for final approval.
- c) Ensure compliance with codes, standards, legislations as applicable.

B. **Detailed working Drawings & Estimates Stage**

- 11.4 Tender drawings stage
- 11.4.1 To conduct detailed survey & Soil investigation for the site of the projects.
- 11.4.2 Prepare basic working drawings and details for all aspects of work referred under the clause 'Scope of Work' including architectural. Structural, plumbing, sanitary, electrical communication system, detailed specifications, preparation of item wise detailed Estimate of cost.

11.4.3 Prepare basic working drawings for external services. site developments, roads, pathways compound wall and landscape works. Assist in preparation of tender documents and prepare drawings, quality procedures on material and works as per requirements of BUIDCO.

11.5 Detailed estimate of cost

Prepare detailed Estimates of cost supports by detailed measurements sheets, calculations and abstract of quantities and cost based on current PWD schedule of rates. In the absence of rate in PWD SOR, the same shall be referred to CPWD SOR or lastly arrived at by actual analysis as applicable to the locally with support of three quotation and obtaining the approval of the employer for the same.

11.6 Working drawings stage

- a) Preparation of detailed working drawings for all aspects of Architectural works.
- b) Preparation of detailed working drawings for all aspects of Structural works.
- c) Preparation of working drawings for all aspects of Sanitary, Drainage and Water Supply works.
- d) Preparation of working drawings for all aspects of Electrical Works.
- e) Prepare drawings fro landscape work, boundary wall, internal roads, Site Developments etc,
- f) Prepare necessary drawings for ventilation /air-conditioning (as required)
- g) Prepare/ revise all specific working details, specification etc. as required by the Buidco during construction.

C. Construction stage

- i. Visit the site of work at intervals mutually agreed upon to inspect the construction woks, carryout sample supervision and where necessary to clarify and doubt or interpretation of drawings/ specifications, attend conferences and meeting to ensure that the projects proceeds generally in accordance with the conditions of contract. The consultant architect will record his observation

about the work in a register maintained at the site and render advice on actions if required.

- ii. Preparation and submission of completion reports and drawings for the projects as required and with the assistance of BUIDCO Engineers.
- iii. Advising BUIDCO on exercising cost control and economy measures to ensure that the approved estimate are not exceeded.
- iv. On completion of works, Architects will review the As-built drawings of the building and services submitted by the developers.

PROFESSIONAL FEES PAYABLE

12.1 The total fee payable for all services mentioned in items 'SCOPE OF WORKS' shall be as applicable as under:

Professional fee payable.

12.3 The above Fee includes the traveling expenses to the site and no separate payment would be required for the same. However if any traveling has to be undertaken when advised by the BUIDCO other than THE SITE, then the cost of traveling, halting etc.

12.4 The consultant Architect shall prepare necessary models and walk through presentation, if required in connection with approval of scheme prepared by them from BUIDCO statutory bodies etc. The cost of model & walk through presentation is not included in fees mentioned above and shall be paid extra by BUIDCO on actual.

13.0 MODE OF PAYMENT (Progressive Payment method)

13.1 On completion of services mentioned in item 11.1 (Sketch Stage)	15 % (Fifteen percent) of total Fees payable.
13.2 On completion of services mentioned in item 11.2 (Final preliminary Drawings)	20 % (Twenty percent) of total Fees payable less paid under stage 13.1
13.3 On completion of services mentioned in item 11.3 (Statutory Drawings stage and after BUIDCO's approval)	30 % (Thirty percent) of total Fees payable less paid under stage 13.2
13.4 On completion of services mentioned in item 11.4 (Tender Drawings stage)	40 % (Forty percent) of total Fees payable less paid under stage 13.3
13.5 On completion of services mentioned in item 11.5 (Detailed	50 % (Fifty percent) of total Fees payable less paid under stage

Estimates of cost)	13.4
13.6 On completion of services mentioned item 11.6 (working drawing stage)	80 % (Eighty percent) of Fees as paid under stage 13.5

The quantum payable against working Drawings will be released in instalments as given below.

a) All Architectural & Structural drawings up to plinth/ foundation stage	6%
b) All Architectural working drawings	6%
c) All Structural working drawings	6%
d) All Sanitary and Water Supply drawings, Electrical drawings and air-conditioning Drawings	
e) All drawings for site Development and External services etc.	

13.7 Balance 20 % would be released after 3 Months of completion of the SAID WORK & review of as build drgs: 100%

14 PROGRESSIVE PAYMENTS TO THE CONSULTANT- ARCHITECTS

14.1 The payments to the Consultant- Architect during various stages shall be as follows:

a) At stage Sl. 13.1 & 13.2	On preliminary cost Estimate accompanying sketch/ Preliminary drawings
b) At stage Sl. 13.3 & 13.4	On cost Estimate accompanying this stage.
c) At stage Sl. 13.5	On detailed estimate at this stage.
d) At stage Sl. 13.6	On detailed estimate cost.

14.2 Progressive payments may be made to the Consultant- Architects in any of the above stages based on the quantum of work done in that stage as may be mutually agreed to by the parties.

14.3 The cost of the Project shall be the cost of the building works and site development works including the cost of structural, sanitary, plumbing and electrical works and electrical fittings & fixtures, landscaping i.e on all items on which the Consultant- Architects had rendered professional services but shall exclude financing costs which will be added separately in case of PPP projects. The cost of land in no case be added in the cost of the project.

Format for Eligibility Criteria (to be filled by applicant & annexed with supporting documents)

Form – F1

Name of firm and address	Type of firm	Year of establishment	Name of Principal & his Regn. With COA	Annual turn Over in last Three yrs.	No. Of Technical staff	Details of Equipment & S/SW	Sub-Consultants for Specialized services	Any other information

(Authorized Signatory of Applicant)

15 Important Dates:

Sl. No.	Event	Date
1	Publication of RFP	
2	Pre- Bid meeting	
3	Last date of Submission of concept & Technical Bid	
4	Evaluation of documents	
5	Evaluation of Concept by jury/ presentation by firm/ final evaluation	
6	Work Order/ Agreement	
7	With Architect	

(Date to be adjusted as per public holiday)

Chief General Manager
BUIDCo, Patna

ANNEXURE-A

**BIHAR CENTRE OF URBAN GOVERNANCE/ URBAN RESOURCE CENTRE/
SIGNATURE BUILDING(ACCOURDING TO BUILDING BY LAWS)” at PATNA,
BIHAR.**

SI No	AREA	DESCRIPTION IN DETAILS	Area (Sqft)
1	Office Space for BUIDCo, BRJP,PMMA, RERA,DUDA, Patna Smart City, Govt. PMU.	Signature Building (According to Building By Laws)	As per norms.
2	Seminar Hall	According to Building By Laws	As per norms.
3	Office of Ministers and Principal Secretary	According to Building By Laws	As per norms.
4	Office Space for BUIDCo officer & Staff.	Refer Annexure- D	As per norms.
4	Auditorium	<ul style="list-style-type: none"> • 500 people capacity • All facility including AHU, services, Green rooms, VVIP lounge, Etc.With State of the art facilities. 	As per norms.
5	Office area	Office cubicles and chambers with all facilities.	As per norms.
6	Multi-utility Hall	Multi-purpose hall of 150 capacity divisible with sliding/ folding partition & conference hall of 50 capacity.	As per norms.
7	Laboratory, Library and Training Centre	According to Building By Laws	As per norms.
8	Canteen (General/ Officers / VVIP)	According to Building By Laws	As per norms.
9	Guest House	8 suites with state of the art facilities.	As per norms.
10	Parking facilities	Open/ covered parking	As per norms.
11	Campus development with landscaping	<ul style="list-style-type: none"> • Fountains • Garden/ Park/ Lawn • Street lighting • Outdoor seating facilities 	As required.

ANNEXURE-C

FINANCIAL PROPOSAL

Ref. Date:

To,

Managing Director

Bihar urban Infrastructure Development Corporation Limited

SFC Building 2nd floor Daroga Rai path

R- Block Road no. 2, Patna-800001.

Email id- mdbuidco@gmail.com

Sub : **Financial Proposal for consultancy services.**

Dear Sir,

We are willing to undertake and complete the assignments as per revised terms and conditions of our empanelment with your department as requested with detail as follows.

Name of Project :- Proposal for selection of architects/architectural and design consultant for bihar center of urban governance/ urban recourse centre/ signature building (According to building by laws) in Patna town.

Type of service: *Please tick as applicable*

Comprehensive consultancy services :

Part consultancy services :

Our offer inclusive of GST as per GOI norms but inclusive of all other taxes, incidentals, overheads, traveling expenses, printing and binding of reports, all sundries, all other expenditure for execution of this assignment covering all 'Terms and conditions' (as per type of services) is Rs..... in words _____

_____). We also agree with the stage- wise and percentage - wise payments as detailed in draft agreement. this offer is valid for a period of 90 days from the date of opening of the bid.

Yours Sincerely

Signature (Authorized Signatory)

Name :

Address :

For and on behalf