

No.: MDIM/Admin/Civil/NIT/2020/25

Date: 31-01-2020

NOTICE INVITING OPEN TENDER

NAME OF WORK: Appointment of Architectural Firm for providing Consultancy & Project Management Services for the work namely Extension of Executive Hostel (3rd Floor) at MDI Murshidabad premises.

1. Sealed bids are invited, upto 3:00 pm on 14-02-2020 by the Management Development Institute Murshidabad from eligible Architectural firms registered with Council of Architecture and satisfying the eligibility criteria prescribed in this tender document.

2. The detail tender document can be viewed at MDI-M official website <http://www.mdim.ac.in>

3. MDI Mursidabad (MDIM) is located at NH-34, besides Jangipur Mega Food Park, Village – Kullori, P.O. Uttar Ramona, PS- Raghunathganj, Dist – Murshidabad, State – West Bengal, Pin - 742235

4. All bids are required to be submitted at "Management Development Institute Murshidabad, Jangipur Mega Food Park, Village – Kullori, P.O. Uttar Ramona, PS- Raghunathganj, Dist – Murshidabad, State – West Bengal, Pin – 742235" by Speed post/ Hand delivery.

3. All Bids, received within the stipulated time, will be opened at Register's Office, Management Development Institute Murshidabad on 14-02-2020 at 3:30 pm.

Important

- The last date for receipt of offer document is 14-02-2020 (by 3:00 PM)
- The "Eligibility Document – Cover-1" will be opened on 14-02-2020 at 3:30 PM
- Successful bidders will be informed shortly about the date & time of power point presentation and opening of financial offer.
- The Earnest Money Deposit: Rs.5000/- (Rupees Five thousand) only.
- Before bidding, Architects must visit the site on prior information on telephone 8436418622/ 8768408450/ email at registrar@mdim.ac.in.

Supra
31/1/2020
Registrar
Registrar
MDI Murshidabad

MANAGEMENT DEVELOPMENT INSTITUTE MURSHIDABAD

1. Project details:

Consultancy & Project Management Services for proposed extension of Executive Hostel by construction of one more floor over the existing G+2 stories. Approximate floor area of the building is 987.00 Sq.M. The approximate project cost: Rs. 2.75 Crores. **The design should match with the existing building/structure and should provide provision for future vertical extension.**

2. Scope of work:

- a) Preparation of Conceptual drawings taking into account the site constraints and to be submitted at the technical bid stage.
- b) Preparation of Preliminary drawings and obtaining approval of MDIM and if needed from Local bodies. Any charges to be paid to the local authority will be borne by MDIM.
- c) Preparation of "Design basis report" for the structure as well as MEP services in the building and finalizing the designs in consultation with MDIM.
- d) Preparation of detailed Architectural & structural drawings for approval of MDIM.
- e) Preparation of detailed structural analysis and design using computer programs like STAAD / SAP etc. and preparation of detailed structural drawings in AutoCAD, duly proof checked from a reputed Educational Institutions/Research Institutions/ Government Department engaged in building construction work with prior approval of MDIM.
- f) Preparation of detailed design and drawings for all the Internal and External MEP services like electrical distribution, Lifts, Lightning protection System, water supply, sewage disposal, telephone and data cabling, firefighting, etc.
- g) Preparation of bill of quantities including detailed take off sheets and detailed Estimate adopting CPWD Schedule of rates, wherever applicable. For items of work not available in CPWD, Schedule market rates may be adopted and detailed rate analysis is to be made available for such items with necessary supporting quotations obtained from the market.
- h) Preparation of Tender documents and analysis of Technical & financial bids received from agencies for work execution and submission of obtained data in tabular form along with original documents to MDIM.
- i) Issue of clarifications, details etc. on the drawings and bid documents as and when requested by MDIM.
- j) Site visits / attendance in project review meetings as and when needed. No extra cost shall be paid for the same.
- k) Regular inspection and evaluation of construction works to ensure compliance with the approved drawings and deployment of one number dedicated Engineer to site during the work execution period.
- l) Preparation of measurement books, checking of Contractor's Bill, certification of the same by Architect (PMC) and getting it approved by Engineer-in-Charge (MDI M). and finalization of extra items, if any.
- m) Finalization of extra items of work if necessary as per site & project requirement.

- n) All drawings shall be prepared in Auto CAD software (Architectural / structural / MEP) & submission of CAD copied along with PDF copies of the same.
- o) Preparation of detailed 3D visual of the construction during technical bid analysis.
- p) It may be specifically noted that all "Good for construction" drawings and details including MEP, finishes and services connected with the project should be made available at the time of call of tenders for fixing the agency for executing the work.
- q) No changes shall be made in the various drawings during the course of execution unless specifically desired, in writing, by MDIM.
- r) Preparation and submission of "as built" drawings for the building and MEP services.
- s) Issue of Completion Certificate.
- t) Project Management Services: which include regular supervision, and coordination of work of the contractors engaged for various work, advising the MDIM about the steps to be taken for satisfactory completion of the project within the stipulated period.
- u) After project completion, third party checking has to be arranged & conducted, including submission of inspection reports by third party. Cost shall be paid for the same. Third party means reputed Educational Institutions/Research Institutions/ Government Department.
- v) Project Bar chart has to be prepared and submitted with supporting calculation.
- w) DPR of the BOQ has to be submitted along with bar chart.
- x) Any other details not mentioned above but required for satisfactory completion of the project.

3. **Deliverables to be submitted in consultation & approval of Engineer-in-Charge (MDI M):**

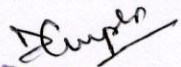
- a) Conceptual drawings
- b) Preliminary drawings for approval of MDIM.
- c) Design Basis report for Structural design and all MEP services in the building
- d) Detailed drawings for the structure and MEP services.
- e) Detailed estimate along with DPR for the building and MEP services.
- f) Tender documents for the building and MEP services.
- g) The Architectural Consultant to whom the work is awarded shall submit 10 copies each of all finally approved "Good for construction" drawings at the time of call of tenders for fixing the agency for execution of work.
- h) Architectural elements compatible with AutoCAD such as Revit Architecture / Structure / MEP shall be prepared. The model shall incorporate interior as well as exterior Architectural details of the building for visualization with finishing and joinery details in true texture and colours as far as possible.
- i) Two sets of "As built" drawings for the building and all MEP services with soft copy.

j) Completion certificate.

4. **Procedure for submission of Bids:**

Architects who desire to be appointed as consultants for the work shall submit their bids in three covers as detailed below:

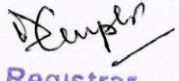
- a) Bids must be submitted in sealed covers and should be addressed to The Registrar, Management Development Institute Murshidabad,. The name of the Architect and the name of the work must be written on all the Covers.
- b) The cover containing the Eligibility document should be marked as "**Cover-1 - Eligibility Document**", Technical Bid should be marked as "**Cover - 2 - Technical Bid**" and the cover containing the Financial Bid should be marked as "**Cover - 3 Financial Bid**". All the covers shall be put in a fourth cover with the name of work and Date of opening written over it.
- c) **Cover - 1 - Eligibility Document** - shall contain the following,
 - 1) The Bid Security (EMD) of Rs. 5000/- in the form of Cheque/DD, drawn in favour of "MDI Murshidabad" and payable at Jangipur / Omarpur/ Raghunathganj
 - 2) Brief profile of the Architectural firm mentioning Name of the company/firm, Year of Establishment of the firm, PAN card, GST Registration certificate, Name of the PRINCIPAL Architect with CoA number, Name of other partners with COA number, Address of Offices, Name and Designation of contact person, name & experience of architects & engineers employed in the firm etc.
 - 3) Minimum period of business of the firm should be 10 years. Documentary evidence of existence of the firm like partnership deed / registration / bank account statements / etc must be given.
 - 4) The Principal Architect should have minimum 10 years' experience. Copy of the Council of Architecture registration certificate should be submitted in support of the above. The experience must be calculated from the year of registration with CoA.
 - 5) Should have experience in providing architectural services of at least three major similar works during the last 5 years preferably in West Bengal. Certificate of satisfactory services from the client and other documents clearly stating the total built up area of the residential building project designed and supervised by the firm must be submitted.
 - 6) Gross average financial turnover of the firm in the last five financial years should be more than Rs. 25 lacs per year. The Audit report in certificate form should be submitted duly signed and certified by registered CA as supporting documents.
- d) **Cover-2-Technical Bid** shall contain the following:
 - 1) Conceptual Drawings (Floor plan, roof plan, elevation, 3D views and sections) of the proposed building along with a report on the salient features of the design.
 - 2) 3D Views of the proposed building in pen drive. The bidders have to carry on their own laptops along with required software to present the 3D view and other relevant details.
 - 3) Scale model or 3D view of the proposed building in color printout (A3 size).


Registrar
MDI Murshidabad

- 4) Preliminary cost estimate of the proposed building, generally as per Plinth Area Rates of Central Public Works Department (CPWD) with prevailing cost index for the building portion and market rate for specialized services.
- e) **Cover-3-Financial Bid** shall contain the quoted professional fees (in percentage format, i.e. charge in percentage form on the total BOQ value) towards consultancy & Project Management services for the work as a percentage rate contract (excluding the Taxes). Applicable taxes (GST) are to be shown as extra.
5. **Receipt and opening of bids:**
- a) The bids will be received upto 14-02-2020 (by 3:00 PM) and to be submitted at "Management Development Institute Murshidabad, Jangipur Mega Food Park, Village – Kullori, P.O. Uttar Ramona, PS- Raghunathganj, Dist – Murshidabad, State – West Bengal, Pin – 742235" by Speed post/ Hand delivery.
- b) **Cover-1 - Eligibility Document** of the Bids will be opened on the same day at 3.30 PM in the presence of the Architects or their authorized representatives.
- c) **Cover-2-Technical bid** of the eligible bidders will be opened on a date to be intimated later. Eligible bidders are required to present their respective concept in a power point presentation on the same day.
- d) The financial bids of only those bidders qualifies technical bid evaluation (Cover-1: Eligibility Documents & Cover-2: Technical bid) will be opened on a date to be intimated later.
6. **Power point presentation:**
- All bidders who will be satisfying the eligibility criteria prescribed in the eligibility document will be required to present their respective concept in a Power point presentation on a date to be intimated later. The presentation shall include all the salient features of the building, viz. its form, layout within the site constraints, harmony with the existing architectural character and ambiance of the campus, conceptual details of specialized services like firefighting and energy efficient features etc. The softcopy of the presentation should be submitted in a CD/DVD/Pen drive.
7. **Evaluation Procedure:**
- a) The technical bids - conceptual schemes and drawings and the Power point presentation by the Architects will be evaluated.
- b) The financial bids of only those bidders qualifies technical bid evaluation (Cover-1: Eligibility Documents & Cover-2: Technical bid) will be opened on a date to be intimated later.
- c) The successful bidder will be selected based on the financial bids of the qualified bidders. Bid with the lowest quoted amount (L1) will be awarded the contract at his/her quoted/negotiated amount. If there is a tie amongst two or more applicants, then priority shall be given to the applicant with higher marks in the Technical Proposals.
- d) **Decision of the Committee to be final and binding:** The decision of the committee in all matters related to evaluation of the Technical proposals and binding on all with no right to appeal. Committee is not obliged to give any reasons whatsoever for award of contract or any of its decisions. The Institute reserves the right not to entertain and/or respond to any queries/ communication this regard.
- 8) **Other Terms & Conditions:**

- a) Applicants must be eligible to render Architectural and engineering design services in India as per the applicable law of the land.
- b) Applicants shall submit all documents strictly in the form and manner specified.
- c) Applicants should sign each page of the documents submitted and submit the same along with the cover letter. All additional pages, if any, should also be numbered and signed.
- d) EMD of unsuccessful bidders will be returned after selection of the Consultant. EMD of successful bidder will be converted into Security Deposit.
- e) The Institute reserves the right to seek more details regarding the proof of qualifications, experience and capabilities of the key personnel.
- f) Architects must visit the site on prior information on telephone 8436418622/email at registrar@mdim.ac.in
- g) The Bidder(s) shall bear all costs associated with the preparation and submission of its offer.
- h) All documents submitted by the Bidder(s) will be treated as confidential, and will not be returned to Bidder(s).
- i) MDIM reserves the right to accept or reject any or all offers, without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the Bidder(s). MDIM also reserves the right not to award or enter into any contract or agreement with any Bidder(s), and may terminate the bidding process at any time without thereby incurring any liability to any Bidder.
- j) Failure by any Bidder(s) to provide all of the information required in the bidding or any additional information requested by MDIM may lead to rejection of the Bidder's proposal in its entirety.
- k) Wherever required by applicable laws, MDIM shall deduct taxes at source, from the amounts payable, and shall provide to the Bidder the appropriate tax deduction certificate evidencing payment of such taxes.
- l) The MDIM shall not be responsible for late receipt of the offers for any reasons whatsoever. The offers received late will not be considered and will be returned un-opened to the Bidder. The MDIM reserves the following rights:
 - Reject any / all offers without assigning any reasons thereof
 - To relax, alter or waive any of the conditions stipulated in this offer document as deemed necessary in the best interest of the MDI Murshidabad and the objective of the assignment without assigning any reasons thereof.

--XX--


Registrar
MDI Murshidabad