



UTTARAKHAND ELECTRICITY REGULATORY COMMISSION

Institution of Engineers (I) Building, 1st Floor, Near ISBT, Majra, Dehradun (UA)

PH. 0135-2641119 FAX- 2641314 Website www.uerc.in E-mail- uerc@indiatimes.com

Invitation of Bids for Consultancy in Architectural & Civil Design Services

Uttarakhand Electricity Regulatory Commission is planning to outsource the architectural and design services for construction of its Office Building at Dehradun. For this purpose, sealed offers are invited from reputed Architects/firms/agencies, meeting the pre-qualification requirements (PQR) as given in Terms of reference (TOR) for this assignment.

A copy of TOR has been posted at the Commission's website www.uerc.in. Copy of the same can also be obtained from the Commission's office on any working day. Offers should be sent to the undersigned latest by 12.00 PM of 20.10.2008. For any clarification in this regard, kindly contact the undersigned (Ph. No. 0135-2643944).

Advt. No. 18/08-09

Secretary

TERMS OF REFERENCE (TOR)

ARCHITECTURAL & CIVIL DESIGN SERVICES
for
UTTARAKHAND ELECTRICITY REGULATORY COMMISSION,
DEHRADUN'S OFFICE BUILDING



UTTARAKHAND ELECTRICITY REGULATORY COMMISSION

1st Floor, Institution of Engineers (I) Ltd. Building , Near ISBT, DEHRADUN- 248 001

PH. 0135-2641119 FAX- 2641314 Website: www.uerc.in E-mail: uerc@indiatimes.com

Tender for architectural & civil design services

The UERC invites technically complete and financially competitive Sealed Tender from reputed Architects/firms for architectural & civil design services for its office building. The Pre-qualification requirement (PQR) & scope of work are enclosed in the Annexure-I. Sealed Tender Documents must be submitted before the Competent Authority latest by 12.00 PM of 20.10.2008 which shall be opened on the same day at 3.30 PM in the presence of the tenderers or their representatives who wish to be present.

1. Bid Submission

Tender shall be submitted in two parts i.e. Part-I- Technical Bid & Part-II-Financial Bid. The Part-I Technical and Part-II Financial bids shall be submitted in separate sealed envelopes clearly superscribing on the envelope “Part-I Technical Bid for architectural & civil design services” & “Part-II Financial Bid for professional fee”. Both sealed envelopes shall be covered in a bigger envelope which shall also be sealed and duly superscribed & must be addressed to the Competent Authority.

1.1 Envelope of Technical Bid should contain the following :

- A) Tender processing fee of Rs. 500/- in shape of Bank Draft of Scheduled Bank in favour of Secretary, Uttarakhand Electricity Regulatory Commission, Dehradun.
- B) Earnest Money equal to Rs. 5,000.00 (Rupees Five Thousand) in shape of FDR/CDR of Scheduled Bank duly pledged in favour of Secretary, Uttarakhand Electricity Regulatory Commission, Dehradun.
- C) Other documents/papers as indicated in para 1 of Pre-Qualification Requirement (PQR) which is enclosed with tender document alongwith details filled in Annexure-II.

1.2 Envelope of Financial Bid should contain the following :

In this envelope only Price Schedule of the services to be rendered by the tenderer shall be kept, which shall be only on the Proforma supplied by the Commission with the Tender documents (Annexure-V).

1.3 Sealed Bids in accordance with this TOR must be submitted in the Commission's office at the date and time stated as above, which is to be received at the following address:

The Secretary,
Uttarakhand Electricity Regulatory Commission
1st Floor, Institution of Engineers (I) Ltd. Building,
Near ISBT, Saharanpur Road, DEHRADUN- 248 001

Other Terms & Conditions:

1. All bids and supporting documentation shall be submitted in English/Hindi.
2. All costs and charges, related to the bid, shall be expressed in Indian Rupees only and the total cost shall be inclusive of taxes & duties etc.
3. Tender received after the fixed date & time shall not be considered.
4. As first step, Technical bids of all tenderers shall be opened by the competent Authority and Financial bids shall be opened only of those tenderers whose Technical bids shall be found fit with the required parameters /specifications.
5. Validity of rates quoted by the tenderers must be minimum of 90 days.
6. Deposited Earnest Money of unsuccessful Tenderers shall be refunded within fifteen days after opening the tender documents. Earnest Money of successful tenderer shall be retained till satisfactory completion of assignment.
7. Successful tenderer has to deposit the Security equal to 10% of contract value in shape of FDR/CDR/Bank Guarantee of Scheduled Bank duly pledged in favour of Secretary, Uttarakhand Electricity Regulatory Commission, Dehradun which shall be released after satisfactory completion of the assignment.
8. The cost of bidding and submission of the bids is entirely the responsibility of the Bidders, regardless of the conduct or outcome of the tendering process.
9. **Time of completion and Payment Terms:**
As defined in '**Special Conditions of the Contract**' of TOR (Annexure-III), all payments will be released based on separate Bill/invoices submitted to UERC by the consultant in duplicate after due verification of the Project/Contract In-charge.

10. UERC reserves the right to reject all or any of the tender/quotation without assigning any reason thereof.
11. UERC reserves the right to split the order in two or more.
12. Any disputes & litigation shall be subject to the Judicature of District Court, Dehradun.
13. Consultants exercising personal or political or any other type of influence and resorting to canvassing shall be summarily rejected.
14. The offers only of those Consultants who fulfills the PQR shall be considered for award of work.

Pankaj Prakash
Secretary

UTTARAKHAND ELECTRICITY REGULATORY COMMISSION
ARCHITECTURAL & CIVIL DESIGN SERVICES

1.0 Pre-Qualification Requirement (PQR):-

- 1.1 Consultant should be registered with the “Council of Architecture” and should have in-house capabilities for all types of consultancy such as architecture, structural design, landscaping, plumbing, electric fitting /wiring, sanitary, drainage water supply etc.
- 1.2 Consultant should have dealt with at least one project for construction of modern office building costing not less than Rs. 2.00 crore during last three years.
- 1.3 Consultant should have an experience in the field not less than 5 years.
- 1.4 Consultants having their offices in Dehradun or in vicinity shall only be considered.
- 1.5 In support of the above the Consultant should submit the following documents.
 - a List of projects taken in last three years showing the cost, land area, covered area of the project and period of completion with client recommendations (indicate Government / private projects).
 - b Copy of certificate of registration with “Council of Architecture”
 - c List of technical personnel / organization structure.
 - d Location of their office.
 - e Service Tax No. and Service Tax Returns for last 3 years.
 - f Income Tax clearance certificate.

2.0 Scope of Work:

The Consultants shall be responsible for architectural planning and civil engineering design including land scaping etc. as well as supervision for the proposed office building with approx. 1200 sq. mtr. of covered area in our premises having approx. 2800 sq. mtr. of land area near 132 kV Sub-station Majra, Dehradun. It includes the following:-

- 2.1 The layout plan and planning of the buildings, including services, as per requirements of the Uttarakhand Electricity Regulatory Commission (UERC). He will himself collect

- site-data, which may be required by him for the purpose of preparation of plans and for drawing up of preliminary plans and estimates. UERC shall be hereinafter called Employer. It is clarified that the Consultant will be presenting alternate preliminary plans until finally accepted and approved by the Employer.
- 2.2 Preparation of all working drawing (in suitable scale) based on the approved preliminary plans sufficient in detail (for submission to the higher authorities, for obtaining approval) for the buildings and schemes entrusted, including internal services (water supply, sanitary, drainage, electrical installation) and external services like street light, land scaping etc. The drawing submitted by the consultant shall also show existing water supply, sewerage and drainage system.
- 2.3 The Consultant should have at his office the latest Architectural Software like, Auto Cad, 3D animation.
- 2.4 Preparation of detailed estimate, modification of the estimates as and when required by the employer shall also be done by him.
- 2.5 Preparation of tender document, technical specification, BOQ, special conditions, if any, etc. as per Employer's requirement for items' rates or percentage rate tenders.
- 2.6 The Consultant shall also be present in the pre-bid conference of the tenders of construction works and shall also provide the necessary required replies to the queries. The consultant shall have to make visit to Employer's present office for presentation of Design from time to time. For all such visits, no fees or allowances shall be admissible to him. The work shall be done in the following stages:

A Planning and Design:-

The work shall be done in the following stages:-

STAGE-I

Preliminary plans/estimates:

The Consultant shall be presenting the preliminary plans and estimate to the Employer in hard and soft copies. The Consultant shall revise the preliminary plans and estimates until they are finally approved by the Employer.

STAGE-II

The Consultant shall submit BOQ, detailed estimates based on CPWD format, technical specifications, drawings, structural drawings sufficient for inviting the tender for along with technical qualifying requirements.

STAGE-III

Preparation of all working drawings in suitable scale based on approved preliminary plans sufficient in details, (submission to local/ statutory authorities for obtaining their approval if required for building, schemes) and both internal and external services like street light and land scaping, fire fighting, roads, drains, lift etc. The drawing submitted by the consultant shall also show existing water supply, sewerage, drainage, roads also.

STAGE-IV

Detailed internal drawing of buildings, and internal services line water supply, sanitary, plumbing, electric wiring and fittings, electronic and communications system, air conditioning etc. detailed external services such as land scaping, street light, sewerage, water supply, sewerage treatment plant, rain water harvesting, fire fighting etc. required for execution. The Consultant is obliged to make minor changes in the plans / schemes during the execution of the work if required.

STAGE-V

On completion of work, preparation and submission of as executed drawings and final executed cost of work.

The Employer shall have the copyright of the designs prepared by the Consultant.

Consultant shall be required to submit hard copies & soft drawings / estimates as per details below:-

- | | | |
|---|--|-------------------------------|
| 1 | For preliminary planning/design seeking : Comments & approval | 2 Hard Copies & 1 Soft Copy |
| 2 | Approved Drawings | : 8 Hard Copies & 1 soft copy |
| 3 | Preliminary estimate | : 2 Hard/ 1 Soft Copy |

| | | | |
|---|---------------------------------|---|-----------------------------|
| 4 | Detailed Estimate | : | 4 Hard Copies & 1 Soft Copy |
| 5 | BOQ/ Specification of each work | : | 4 Hard Copies & 1 Soft Copy |

However, if additional copies are required, no extra payment shall be made.

B Execution :

- 1 During execution of work the consultant or his associate is required to make frequent site visits for which no remuneration will be paid to him. The frequency of such visits, depending on the site requirement, may range from at least once in a week to once in a fortnight.
- 2 The Consultant shall be obliged to notify any discrepancy noticed by it or any modification if it finds appropriate to improve the functionality of the building/scheme. The Consultant is also obliged to issue such improvement/modification free of cost.

3.0 Extra Items

The consultant is obliged to make free of cost minor changes in the plan, and other details if needed during the execution of the works. If any additional work is required during the currency of contract, the consultant shall have to execute the same on mutually agreed rates.

4.0 Soil Investigation:

Soil Investigation shall be carried out by the Employer and soil parameters required for structural design of the building shall be provided by the Employer to the Consultant.

PERFORMA FOR SHORTLIST OF ARCHITECTURAL CONSULTANCY SERVICES

- I. Name of firm:-
- II. Name of proprietor with phone no.
.....
- III. Pan no. :-
- IV. Service tax no. :-
- V. Phone no. :-
- VI. e-mail ID :-
- VII. Established in year :-
- VIII. Skilled technical staff :-
a. Architect :-
- b. Engineer :-
- c. Computer :-
- d. Photocopier :-
- e. Electronic plotter :-
- IX. Work completed in govt.
Agencies in last two years :-
- X. Any landmarked building
Completed in last five years :-
- XI. Reference of similar kind
of project :-
- XII. Empanelment with govt./
Semi govt. Agencies in Uttarakhand :-

SPECIAL CONDITIONS OF THE CONTRACT

1. Time of Completion

The date of start shall be decided by Employer within a month after the acceptance of offer.

As these works are of consultancy nature, the Consultant has to complete the various stages as per schedule below.

| | |
|-----------|---|
| Stage-I | 1 Month from start |
| Stage-II | 1 Month after completion of Stage-I |
| Stage-III | 1 Month after completion of Stage-II |
| Stage-IV | The submission of the drawing shall commence 02 months after Stage-II and shall continue along with the program of construction work. Consultant shall have to submit the drawings with a time schedule, so that the construction work is not hampered. If it fails to submit the same in time and contractor's work suffers, it shall be penalized for the same. |

2. Payment

Payment shall be made to the Consultant stage-wise, that is, after successful completion of a stage, the payment due for the stage. The stage-wise payments shall be made as per the following norms :

| Sl. No. | Stages | Percentage of the quoted rate |
|----------------|-----------------------------|--------------------------------------|
| 1 | Stage I | 15% |
| 2 | Stage II | 15% |
| 3 | Stage III | 30% |
| 4 | Stage IV (See remark below) | 35% |
| 5 | Stage V | 5% |

Remark:- Payment for stage IV shall be released as per the following schedule

- 1 Submission of all the structural drawings - 15%
- 2 Submission of all the service drawings, internal/external water supply, sewerage, electrification, sewerage disposal plants, lift- 10%

- 3 Fire fighting, external development, street lighting, road, park payment, rain water harvest, land scaping etc.- 10%

After the completion of the work, the consultant shall be provided the copies of final bills of the Construction work. The Consultant shall submit the executed drawings & final cost within a month of receipt of the copies of final bills.

The time of construction of Stage -IV & V depends of the program of the buildings and schemes and it can vary accordingly. However, no claim on this account shall admissible to the Consultant.

INSTRUCTION TO THE BIDDER

- 1 Consultants exercising personal or political or any other type of influence and resorting to canvassing shall be summarily rejected.
- 2 The offers only of those Consultants who fulfills the PQR shall be considered for award of work.

BILL OF QUANTITY

Name of Work:- Consultancy Services for construction of office of UERC

| Sl. No | Items | Qty | Rate per Sq. mtr. (In Rs.) | Amount (In Rs.) |
|--------|---|-----------------------|-------------------------------|-----------------|
| 1 | Consultancy Services for construction of Office of UERC near 132 kV, Majra Sub-station of PTCUL (behind Institution of Engineers' Building) with land area of 2800 sq. mtr. and covered area of 1200 sq.mt. | LS 1200 Sq.mtr. | | |

Total (InWords) Rupees _____ Only.

(Signature of Contractor)

Name of signatory :

Seal of Firm :