

**SIVANATH SASTRI COLLEGE**  
**23/49, GARIAHAT ROAD,**  
**KOLKATA - 700029**

Ref No.: 01/SNSC/NC/2021-22

Date: 11/10/2021

NOTICE INVITING ONLINE EOI NO: 01/SNSC/NC/2021-22 dated 11.10.2021 OF SIVANATH SASTRI COLLEGE

**EXPRESSION OF INTEREST FROM CONSULTANCY FIRMS FOR PROVIDING ARCHITECTURAL CONSULTANCY SERVICES FOR PROPOSED MULTI-STORIED SIVANATH SASTRI COLLEGE (2<sup>ND</sup> CAMPUS) AT SONARPUR, 24 PARGANAS (S), WEST BENGAL**

Online EOI are invited by the Principal of Sivanath Sastri College from the registered, bonafide, reliable and resourceful Architects / Agencies / Consultancy Firms having experience in Planning, Designing and preparation of Drawings For Proposed Multi Storied Sivanath Sastri College (2<sup>nd</sup> Campus) at Sonarpur, 24 Parganas (S), West Bengal

Sl. No.	Name of the Work	Tender Fee (in Rs.)	Time Line
1	ARCHITECTURAL CONSULTANCY SERVICES FOR PROPOSED MULTI STORIED SIVANATH SASTRI COLLEGE (2 <sup>ND</sup> CAMPUS) AT SONARPUR, 24 PARGANAS (S), WEST BENGAL	Tender Fee Rs. 12,000/-	Preparation of DPR within 180 Days

The amount of Tender Fee at a Rs.12,000/- should be paid online through NEFT/RTGS or NetBanking as per Order No → 3975 – F(Y) Dated : 28th July,2016 of Finance Department Government of West Bengal.

The detail tendering can be had from <https://wbtenders.gov.in>

**1. PRESENT REQUIREMENT**

We need consultancy firms for providing **ARCHITECTURAL CONSULTANCY SERVICES** for construction of new buildings of SIVANATH SASTRI COLLEGE.

**2. ROLE OF THE SELECTED ARCHITECTURAL AND ENGINEERING DESIGN CONSULTANCY FIRM**

The role of the selected firm is to provide Architectural and Engineering Design Consultancy and detailing for all requirements, including but not limited to the following:

**Scope of Work:**

The work should include preparation of details of Architectural Drawings, Structural Designs including preparation of details of estimate of the proposed Multi Storied Sivanath Sastri College (2<sup>nd</sup> Campus) at Sonarpur, 24 Parganas (S), West Bengal with bill of quantities including sanitary, plumbing, electrical, fire-fighting arrangements, air conditioning if required, other ancillaries etc. The detailed estimate is to be prepared on the basis of PWD schedules. In case of non-scheduled items, items from CPWD schedule be considered first, if the same is not available then only market rate analysis is to be considered along with all the documents e.g. quotations etc.

The selected Consultant should have to provide the following:

- 1) Architectural Designs including preparation of Plans, Elevations, Sections, Perspective Drawings, Architectural Details including Master Plan etc. Including Good for construction Drawing & Bar Bending Schedule.
- 2) Structural Design and drawing of the Building and Parking Space including vetting of the Structural Design and drawing of the building. The vetting would be done by IEST, JU, IIT-

Kharagpur or similar Institute as agreed upon by SIVANATH SASTRI COLLEGE and the fees for the same would have to be borne by the Architect/Agency/Consultancy Firm.

- 3) Detail design & drawings of Structural component, Water Supply, Sewerage, Drainage, Electricals, Air conditioning and other related ancillaries.
- 4) Any change in Architectural and other Designs of the building as may be suggested by the Expert Panel must be done by the selected bidder at his own cost. Also, any other unavoidable change is to be done by the selected bidder at his own cost at any stage (during execution of the Project).
- 5) Preparation of detailed estimate, bill of quantities for the building and ancillary works like electrical, sanitary, fire-fighting arrangements, air conditioning etc.
- 6) Soil Testing as per codal provision along with recommendation of type of foundation.
- 7) Topographical Survey through total station showing all details.
- 8) Submission of DPR in 5 Copies including softcopy and Submission of architectural and vetted structural drawing minimum 5 sets. (including softcopy)
- 9) Vetting of the DPR from respective Authority as per the directives of the expert committee.
- 10) Preparation of item wise details of specification, schedule of quantities, estimate.
- 11) Preparation of tender document, scrutiny of tenders received, preparation of comparative statement and assisting the client for selection of contractors during execution stage.
- 12) Assisting the College in selection of PMC.
- 13) Supervision of works (FORTNIGHTLY, as well as whenever required for the sake of smooth execution of the project), revision of design & drawing.
- 14) Interior details if any or as per the directives.
- 15) Submission of completion report along with as-built drawing to SIVANATH SASTRI COLLEGE.

### **3. ELIGIBILITY TO PARTICIPATE:**

*Registered, bonafide, reliable and resourceful Architects / Agencies / Consultancy Firms* having experience in designing similar type of projects may participate in this Expression of Interest (EOI). The Multi-Disciplinary firms / Agencies / Consultancy Firms, who have executed similar projects, may also submit their proposals. All of them should also have experience/credential in planning and designing etc. of at least one project of similar nature costing Rs. 20 (Twenty) Crores or above during the last ten Financial Years ending 2020-21 under Govt. / Undertaking / Zilla Parishad / Municipal Corporation / Statutory Body. The bidding firm must be profit making and average annual turnover of the firm should not be less than Rs.1 Crore per annum in last 3 (three) financial years.

### **4. GENERAL INSTRUCTIONS FOR APPLICANTS**

#### **I. The address for obtaining further information:**

DR. USHA KESHAN  
Sivanath Sastri College  
23/49, Gariahat Road,  
Kolkata – 700029  
Email: [ushakeshan@gmail.com](mailto:ushakeshan@gmail.com)

## II. The Schedule for Submission of EOI is as follows:

Submission of Quotations (Online)	Date	Time in hours (IST)	Submit to / Venue
	05/11/2021	Up to 1700 hrs	SIVANATH SASTRI COLLEGE

### 5. SELECTION / ACCEPTANCE OF THE SUCCESSFUL BID / OFFER:

- a) The final selection/acceptance of the bid/offer shall be made by a panel of experts to be constituted by SIVANATH SASTRI COLLEGE.
- b) The accepting authority / SIVANATH SASTRI COLLEGE reserves right to withdraw from whole process or any part thereof or to accept or reject any or all bid(s)/offer(s) including the lowest bid/offer received at any stage of the process without assigning any reason whatsoever to the participants. No formal obligation shall accrue to SIVANATH SASTRI COLLEGE or in such an event authority shall not be responsible for non- receipt of correspondence sent by post/e-mail/fax/courier.
- c) For selection/finalization of the offer/bid, at first responsiveness will be verified as per eligibility criteria and submitted documents. The eligible participants will have to make a Power Point presentation of their architectural design and other details before the panel of experts to be constituted by SIVANATH SASTRI COLLEGE at office of the SIVANATH SASTRI COLLEGE on the day of evaluation of the Technical bids (the date will be announced in due course). During presentation, the participant bidder will have to present their concept to visualize the proposed Building along with three dimensional drawings preferably from different angles. The participants will have to arrange for laptop computer etc. SIVANATH SASTRI COLLEGE will arrange for venue of the presentation. Final selection will be made on the basis of marks given by the panel (80% weight age for Technical Bid and 20% weight age for Financial Bid).

Qualifying marks will be 75 % for technical bid. The marking system would be as follows:

#### Technical bid/ proposal:

SL. No.	CRITERIA	MARKS
01	Approach & Methodology	10
02	Key professional staff qualification and competence for the assignment	20
03	Experience and financial strength of the bidder	20
04	Concept Plan & Design and presentation thereof	50
	<b>Total Marks</b>	100

The score would be the arithmetic sum of the marks assigned to the bidder under each of the parameter listed above.

Financial bid/proposal (Financial bid of top 3 technically qualified bidder will be opened only) - The Financial bid/ proposal with the lowest cost (L 1) will be given a mark of 20 and for the other proposals (N, N1, N2 etc.), scores will be calculated by the formula "L1/N x 20".

The Rate in financial bid should be quoted in lump sum basis in rupees including all taxes and incidental charges.

### 6. BID DOCUMENTS

Technical bid shall contain

- 1) Trade License/Company Registration Certificate
- 2) PAN
- 3) Professional Tax (Registration Certificate)
- 4) Last 3 Years IT Return Acknowledgement with PL & Balance Sheet.
- 5) Registration certificate of Council of Architecture valid at least up to the date of submitting their bid.

- 6) Experience/Credential on successful preparation of similar type of works specifying eligibility criteria.
- 7) PF Registration Certificate
- 8) ESI Registration Certificate
- 9) Key professional staff qualification and competence for the assignment (Details of Architects and Engineers etc.).
- 10) Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017.
- 11) ***Concept proposal.***
- 12) ***Drawing.***

#### **7. TERMS & CONDITIONS:**

- (1) Before submitting any bid offer, the intending participants should make themselves acquainted thoroughly, with the local conditions prevailing by actual inspection of the site and take into considerations all aspects including actual size and availability of land, communication facilities, climate conditions etc. As no claim whatsoever will be entertained on these accounts, afterwards.
- (2) All related expenditure incurred by the bidders for preparation, submission, clarification, presentation etc. shall not be borne by SIVANATH SASTRI COLLEGE.
- (3) As per the evaluation criteria specified above, selected successful bidder maybe called for negotiations for improvement of Terms of Reference and scope of work and financial terms. SIVANATH SASTRI COLLEGE reserves the right to negotiate with the successful bidder.
- (4) The detailed drawings should have to be submitted by the Architect / Agency / Consultancy Firm within 2 (Two) months from the issue of WO. Considering the size and nature of the Project, 'NOC' (No Objection Certificate) if required need to be obtain from the Environment Department / Pollution Control Board, Fire Fighting Deptt. etc under Government of West Bengal.
- (5) The building planning must conform to the prevailing rules of the Sanctioning Authority. Fire safety norms and building design must be as per relevant B.S. Codes and National Building Code.

#### **8. FEES PAYABLE**

***Consultancy Fes would be paid as Lump Sum basis inclusive of all taxes***

- i) 60% payment may be made after approval of DPR
  - ii) 20% payment may be made after commencement of the project (i.e. start of construction work)
  - iii) 20% payment may be made after 90% completion of project work or completion of structural work, Whichever is later.
9. Separate tender bid will be invited by SIVANATH SASTRI COLLEGE for construction of the Proposed Building.
10. Any bid/offer containing overwriting is liable to be rejected. All corrections are to be attested under the dated signature of the bidder without which the bid/offer may be informal.

#### **11. TIME SCHEDULE FOR SUBMISSION AND OPENING OF QUOTATION**

- (i) Date of publication – 11<sup>th</sup> October, 2021
- (ii) Download and Bid Submission / Upload Start Date & Time 11.10.2021 from 5 PM
- (iii) Download and Bid Submission / Upload End Date & Time – 5.11.2021 up to 5 PM
- (iv) Date of opening of Technical Proposals – 9.11.2021 after 12:00 Noon
- (v) Power Point Presentation – To be notified later

- (vi) Date of opening of Financial Proposals – To be notified later
12. No conditional bid/offer shall be accepted.
  13. The Bidders shall have to show original copies of the submitted documents at the time of evaluation of the bids.
  14. The Bidders or their authorized representatives may remain present at the time of opening of bids. The schedule of opening may be altered depending on unavoidable circumstances.
  15. Bidder shall not be in a conflict of interest with one or more parties in the bidding process.
  16. In the event of e-Filing intending bidder may download the quotation documents from the website <https://wbtenders.gov.in> directly by the help of his Digital Signature Certificate (DSC).
  17. In case of online submission, Technical Bid and Financial Bid both will be submitted concurrently duly digitally signed in the Website <https://wbtenders.gov.in> Quotation documents may be downloaded from website & submission of Technical Bid/ Financial Bid as per the Date/ Time Schedule stated in this NIQ. The documents submitted by the bidders should be properly indexed & attested with seal.
  18. Any corrigendum, addendum, modification, extension, change etc. in the EOI/Bid including dates, venue, conditions, minutes of meeting etc. will be uploaded in the website <https://wbtenders.gov.in> which will be treated as public announcement/ communication required for the EOI/ Bid will be treated as revised accordingly. Bidders are advised to follow website <https://wbtenders.gov.in> regularly related to the captioned project for all public announcements / communications.
  19. Contact Address: Sivanath Sastri College, 23/49, Gariahat Road, Kolkata – 700029.

## **1. EVALUATION AND SELECTION PROCESS**

The consultant for this engagement would be selected through a competitive process, the details of which are provided below.

- i. Individuals wishing to apply for this engagement should respond to with a proposal and required supporting documentation (mentioned above). The proposal would contain 2 parts:
  - a. Technical Proposal
  - b. Commercial Proposal
- ii. The commercial and technical proposals should be submitted separately. There should not be any commercial information in the technical proposal.
- iii. Presentation: The shortlisted consultants may be required to give their Presentation /Online Presentation.

## **2. QUALIFYING REQUIREMENTS**

The Applicant Architect Consultancy Firm must have a minimum of 10 Years of experience (Refer Table-1).

The ARCHITECTURAL firms must enclose details of previous similar works undertaken / completed by his firm, within last 10 Years.

The bidding firm must be profit making and average annual turnover of the firm should not be less than Rs.1 Crore per annum in last 3 (three) financial years.

## **3. COMMENCEMENT & COMPLETION OF WORK**

All the activities mentioned above shall be completed within one month from the date of LOA.

**4. PENALTY FOR DELAY**

In case the bidder fails to complete the work in the specified time, Authority shall levy penalty @ 0.5% of contract value per week of part thereof starting from the schedule completion date, subject to a ceiling of 10%.

**5. ARBITRATION**

All disputes, differences, claims and questions whatsoever arising out of this Agreement shall be referred to Arbitration which shall be conducted in accordance with the provisions of the Indian Arbitration and Conciliation Act 1996 or any statutory modification thereof. The venue of the arbitration shall be at West Bengal.

PRINCIPAL  
SIVANATH SASTRI COLLEGE

Encl:

1. Annexure I – Response Form
2. Annexure II – Vendor Information Form

**RESPONSE FORM - ANNEXURE I**

Date:

To  
The Principal  
Sivanath Sastri College

Dear Sir/Madam,

**Sub:** Expression of Interest (EOI) for the Consultancy Service for Construction of PROPOSED MULTI STORIED SIVANATH SASTRI COLLEGE (2<sup>ND</sup> CAMPUS) AT SONARPUR, 24 PARGANAS (S), WEST BENGAL at SIVANATH SASTRI COLLEGE.

- a. Having examined the EOI, the receipt of which is hereby duly acknowledged, I, the undersigned, offer to provide my professional services as required and outlined in the EOI, I undertake to meet such requirements and provide such services as required and as set out in the EOI document.
- b. I attach my technical response and our commercial proposal, the technical response as a softcopy and the commercial response in a separate sealed cover as required by the EOI both of which together constitutes our proposal, in full conformity with the said EOI.
- c. I have read the provisions of EOI and confirm that these are acceptable to me. I further declare that additional conditions, variations, deviations, if any, found in my proposal shall not be given effect to.
- d. I undertake, if my proposal is accepted, to adhere to the scope of engagement or such modified plan as may subsequently be mutually agreed between me and SIVANATH SASTRI COLLEGE or its appointed representatives.
- e. I agree to unconditionally accept all the terms and conditions set out in the EOI document and also agree to abide by this application for a period of 45 days from the date fixed for opening and it shall remain binding upon us with full force and virtue, until a formal contract is prepared and executed, this proposal response, together with your written acceptance thereof in your notification of award, shall constitute a binding contract between us and SIVANATH SASTRI COLLEGE.
- f. I affirm that the information contained in this proposal or any part thereof delivered or to be delivered to the SIVANATH SASTRI COLLEGE is true, accurate, and complete. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the SIVANATH SASTRI COLLEGE as to any material fact.
- g. I agree that SIVANATH SASTRI COLLEGE is not bound to accept the lowest or any proposal response you may receive. I also agree that you reserve the right in absolute sense to reject all or any of the products/ service specified in the proposal response without assigning any reason whatsoever.

Signature:

Name of Applicant:

Address:

## **ANNEXURE II**

### **VENDOR INFORMATION**

#### **1. Information of the Firm**

##### **1.1. Name and address**

##### **1.2. Date of Establishment:**

##### **1.3. Core Area of Expertise of the Firm:**

#### **2. Contact Person:**

#### **3. GST/PAN registration:**

#### **4. Proposed Lead Person:**

#### **5. Staff of the firm:**



**6. Supporting documents:**

**6.1 Company Profile –**

**6.2 Legal documents –**

**6.3 Work Experience certificate:**

**6.4 Relevant experience of Firm's professional staff:**

**7. Equipment –**



