

भारत सरकार / GOVERNMENT OF INDIA
अंतरिक्ष विभाग / DEPARTMENT OF SPACE
विक्रम साराभाई अंतरिक्ष केंद्र / VIKRAM SARABHAI SPACE CENTRE
तिरुवनंतपुरम / THIRUVANANTHAPURAM – 695 022

विज्ञा. सं. वीएसएससी/पी/विज्ञा./368/2023 दि. 09.01.2024
ADVT. NO. VSSC/P/ADVT/368/2023 DT. 09.01.2024

भारत के राष्ट्रपति के लिए तथा उनकी ओर से वरिष्ठ प्रधान, क्रय एवं भंडार, विक्रम साराभाई अंतरिक्ष केंद्र (वीएसएससी), तिरुवनंतपुरम, निम्नलिखित के लिए मोहरबंद निविदाएं आमंत्रित करता है।

For & on behalf of the President of India, the Sr. Head Purchase & Stores, Vikram Sarabhai Space Centre (VSSC), Thiruvananthapuram invites Sealed Tender for the following :-

क्रम सं. Sl. No	निविदा सं. Tender No.	वर्णन / Description	मात्रा Qty.	निविदा शुल्क Tender Fee
01.	A320-2023-4803-01 [दो भाग / TWO PART]	कवडियार, तिरुवनंतपुरम में डॉ. एपीजे अब्दुल कलाम ज्ञान केंद्र एवं अंतरिक्ष संग्रहालय की स्थापना के लिए समग्र वास्तुशिल्प परामर्श सेवाएं प्रदान करना। Providing Composite Architectural Consultancy Services for the establishment of Dr. APJ Abdul Kalam Knowledge Centre & Space Museum at Kowdiar, Thiruvananthapuram	1 लॉट/Lot	रु. 560/-
नोट:- विनिर्देशन तथा विस्तृत निबंधन एवं शर्तें निविदा दस्तावेज़ के अनुसार Note :- Specification and detailed terms & conditions as per Tender document				

निविदा प्राप्त करने की अंतिम तिथि / Due Date for Receipt of Tender	01/02/2024 up to 14:00 Hrs.
निविदा खोलने की तिथि / Tender Opening Date	01/02/2024 at 14:30 Hrs.

बोली-पूर्व बैठक 17.01.2024 को [11:00 बजे] पी आर ओ सम्मेलन कक्ष, वीएसएससी, तिरुवनंतपुरम में निर्धारित है। तिथि / समय में परिवर्तन हेतु कोई अनुरोध स्वीकार नहीं किया जाएगा। पूछताछ / सहायता के लिए कृपया संपर्क करें : 0471 2563139/3522, ई-मेल : spsd@vssc.gov.in / ps01_main_pur@vssc.gov.in

Pre-bid meeting is scheduled on 17.01.2024 [11:00 Hrs.] at PRO Conference Hall, VSSC, Trivandrum. No change in date / time will be entertained. For any queries / assistance, please Contact : 0471 2563139 / 2563522. E-mail : spsd@vssc.gov.in / ps01_main_pur@vssc.gov.in

विशेष टिप्पणी/Special Note :-

विदेशी विक्रेताओं को निविदा प्रस्तुत करने की अनुमति नहीं है। मेक इन इंडिया नीति के अनुसार केवल श्रेणी-I और श्रेणी-II के स्थानीय आपूर्तिकार इस बोली में भाग लेने हेतु पात्र हैं। विदेशी ओईएम से सीधे प्राप्त उद्धरणों/या विदेशी ओईएमओं की ओर से उद्धरण प्रस्तुत कर रहे एजेंटों को इस निविदा में भाग लेने की अनुमति नहीं है।

Foreign vendors are not permitted to quote. Only Class-I and Class-II Local suppliers as per Make in India Policy are eligible to participate in the bid. Quotations directly from foreign OEM/ or from agents quoting on behalf of foreign OEMs are not allowed to participate in this tender.

विवरण हमारे वेबसाइट www.vssc.gov.in / www.isro.gov.in में उपलब्ध है।

Details are available in our websites : www.vssc.gov.in / www.isro.gov.in

शुद्धिपत्र, यदि कोई हो तो, हमारे वेबसाइट में मात्र प्रकाशित किया जाएगा।

Corrigendum, if any will be published in our websites only.

हस्ताक्षरित/Sd/-

वरि. प्रधान, क्रय एवं भंडार / Sr. Head, Purchase & Stores

भारत सरकार
अंतरिक्ष विभाग (अं.वि.)
विक्रम साराभाई अन्तरिक्ष केन्द्र
तिरुवनन्तपुरम -695022
क्रय एवं भंडार



GOVERNMENT OF INDIA
DEPARTMENT OF SPACE (DOS)
VIKRAM SARABHAI SPACE CENTRE
THIRUVANANTHAPURAM 695022
PURCHASE UNIT-I, MAIN PURCHASE, RFF AREA
Ph No. 0471-2563139, 3676, 3522, 3523 Fax. 0471-2705092 / 2562065
e-mail : spso_psd@vssc.gov.in

निविदा आमंत्रण
INVITATION TO TENDER

मैसर्स
M/s

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हमारी संदर्भ सं

Our Ref. No. A320 2023-004803-01

निविदा अंतिम तिथि

Tender Due at 14:00 hrs IST on 01/02/2024

महोदय

Dear Sirs,

कृपया निम्नलिखित मदों की आपूर्ति के लिए अनुलग्नक (फार्म सं. संलग्न) में उल्लिखित निबंधन एवं शर्तों के अनुसार संलग्न निविदा प्रपत्र में वर्णनात्मक सूचीपत्र/पैम्फलेट/साहित्य सहित हमारी संदर्भ सं. एवं अंतिम तिथि (मोटे अक्षरों में) ऊपर लिखते हुए अपनी मुहरबंद निविदा प्रस्तुत करें।

Please submit your sealed quotation , in the Tender Form enclosed here along with the descriptive catalogues /pamphlets /literature ,superscribed with Our Ref.No. and Due Date for the supply of the following items as per the terms & conditions mentioned in Annexure(Form No. null)

क्र.सं. Sl. No.	विनिर्देशों सहित मद का विवरण Description of items with Specifications	इकाई Unit	मात्रा Quantity
1	Providing Composite Architectural Consultancy Services for the establishment of Dr. APJ Abdul Kalam Knowledge Centre & Space Museum at Kowdiar, Thiruvananthapuram as per the scope of works and Terms & Conditions specified in the tender document attached	Lot	1

सुपुर्दगी स्थल

Delivery At VSSC

प्रेषण की विधि

Mode of Despatch ON SITE

शुल्क छूट

Duty Exemptions

विशेष अनुदेश

Special Instructions NIL

विशेष निबंधन

Specific Terms

निविदाकारों को अनुदेश

Instructions to Tenderers

U

भारत के राष्ट्रपति के लिए एवं ओर से
For and on behalf of the President of India
क्रेता / The Purchaser

भारत सरकार/Government of India
अंतरिक्ष विभाग/Department of Space
विक्रम साराभाई अंतरिक्ष केंद्र/ VIKRAM SARABHAI SPACE CENTRE
तिरुवनंतपुरम/ Thiruvananthapuram – 695022

PRELUDE:

Vikram Sarabhai Space Centre (VSSC) of Indian Space Research Organization (ISRO), Department of Space (DOS), Government of India, desires to establish Dr. APJ Abdul Kalam Knowledge Centre & Space Museum in the 1.30 Acre land at Kowdiar, Thiruvananthapuram, Kerala. The proposed Knowledge Centre and Space Museum is envisaged with Kerala Heritage Architectural features with a built up area of approximately 2000sq.m. and development of surrounding area.

OBJECTIVE:

Providing Composite Consultancy Services (Architectural, Structural Design, Estimation and other services like Electrical, Air-conditioning, Public Health, firefighting, Mechanical, Interiors and Landscaping etc.) for the establishment of Dr. APJ Abdul Kalam Knowledge Centre & Space Museum at Kowdiar, Thiruvananthapuram.

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PRE-BID MEETING :

- In order to have first-hand assessment of the requirements and to enable the bidders to quote appropriately, a ***pre-bid meeting is scheduled at PRO Conference Hall, Veli on 17.01.2024 (Wednesday) at 11.00 AM.***
- **Participation in the pre-bid meeting is a mandatory criteria for further evaluation of the bids. Offers of those bidders who do not attend the pre-bid meeting will be summarily rejected.**

Tender Fee & Tender Documents

- Tender Documents can be downloaded from our websites: **www.vssc.gov.in / www.isro.gov.in**. **Tender Fee (Rs. 560/-) shall be paid through Non-tax & Revenue Receipts Portal (NTRP) (URL: <https://bharatkosh.gov.in>).** Payment receipt shall be submitted along with the quotation. Other mode of payment is not acceptable. [The tender fee is NON-REFUNDABLE].
- Government Departments, PSUs (both Central and State), Small Scale Industries units borne in the list of NSIC, MSME and foreign sources are exempted from submission of tender fee. Those who are coming under the above category should submit documentary evidence for the same.

Earnest Money Deposit

- **EMD :** The vendors who are not registered with VSSC, shall submit an EMD (Earnest Money Deposit) or Bid Security through **NTRP** for **Rs. 1,50,000/-**. The EMD of the unsuccessful vendor will be returned without any interest within 30 days from the date of finalization. Foreign vendors, registered vendors or vendors who have already applied for renewal of registration, Central PSUs/PSEs/Autonomous Bodies/MSMEs etc., shall be exempted from payment of EMD. Vendors seeking exemption from payment of EMD shall submit necessary proof like registration number (vendor code), etc. The quotation submitted by unregistered vendor without EMD will not be considered. The EMD submitted by unregistered vendors will be forfeited in the case of withdrawal of quotation or amendments in quotation or any such deviation in a later period.

MODE OF SUBMISSION OF OFFER:

- Bidder shall submit the bids in Two Part Bid system – ‘TECHNO COMMERCIAL BID’ (Part-I) and ‘PRICE BID’ (Part-II).
- Part –I, Technical & Commercial bid should be submitted in one cover. Technical & Commercial Part should clearly indicate the technical details, scope of supply, payment terms, delivery terms & delivery period, taxes & duties etc under separate Heads. Please note that the Price should not indicate in the Technical & Commercial Offer. The cover should clearly subscribed “Technical & Commercial Bid”. The Tender No., due date & time should be indicated on the cover.

- Part-II, Price Bid should be in one cover. Price alone should be indicated. The cover should be clearly super scribed "Price Bid". The Tender No., Due date & time should also be indicated on the cover.
- The Technical & Commercial bid and the Price Bid has to be enclosed in separate sealed covers and they should be put into a single envelope super scribed with the tender No., Due date & time.
- **TECHNO COMMERCIAL BID (Part-I) shall contain the following.**
 - ▷ All relevant documents for prescribed under the Eligibility Criteria
 - ▷ Declaration by the Bidder.
 - ▷ Credentials of Bidder as per Forms 'A to G'.
- Submission of documents as mentioned above alone will not make a bidder eligible for consideration. The documents furnished by the bidders will be subjected to verification subsequently by Employer. If found not meeting the requirement of any criteria as above, such offers will be summarily be rejected.
- All bidders must ensure that no elements of price bid are divulged in the techno-commercial part.
- Any DEVIATIONS in offer as per techno commercial conditions mentioned in this tender document are also to be separately highlighted in the bids submitted.
- **Evaluation procedure:**
 - Stage - I**
On receipt of the bids, detailed evaluation will be carried out by the Employer. During the evaluation of bids, the documents furnished by the bidders will be scrutinized in detail. Any bid, found as not fulfilling the eligibility criteria will be rejected at this stage and such offers will not be considered for further processing.
 - Stage - II**
At this stage, the competency of the bidders will be further evaluated by a Technical Evaluation Committee (TEC), including inspection of the firm and the selected works carried out by bidders. Technical Evaluation format including the evaluation criteria is attached as part of the tender document.
- **PRICE BID (Part-II) shall contain the following.**
 - ▷ Offer in the Cost Bid sheet attached.

ELIGIBILITY CRITERIA FOR PRE-QUALIFICATION OF CONSULTANTS:

Sl.No.	Eligibility Criteria	Documentary proof for the eligibility (Self-attested copies to be submitted)
1	<p>Work experience during last 05 years: Bidder should have completed Composite Architectural Consultancy service (Architectural, Structural Design, Estimation and other services like Electrical, Air-conditioning, Public Health, firefighting, Mechanical, Interiors and Landscaping etc.) in respect of minimum</p> <p>01 work of magnitude not less than Rs. 9.60 Cr</p> <p style="text-align: center;">Or</p> <p>02 works of magnitude not less than Rs. 7.20 Cr each</p> <p style="text-align: center;">Or</p> <p>03 works of magnitude not less than Rs. 4.80 Cr each.</p>	Certified copy of consultancy orders and completion certificates issued by the clients.
2	<p>Years of experience: Bidder should have minimum of 5 years of work experience as consultants. <i>(Consultant should possess in-house capability of Architecture and Principal/Head Architect shall be registered with Council of Architects).</i></p>	Copy of registration document.
3	The bidder should be experienced in designing projects with Kerala Heritage features in Heritage zone/site.	Copy of Design/project document.
4	The Bidder should have GST Registration.	Copy of GST Registration document.
5	Annual average Turnover by way of professional fee/consultancy fee for the past three years shall be minimum Rs.30.00 Lakh.	Chartered Accountant certificate for the Annual financial turnover and balance sheet showing Profit & Loss.

Providing Composite Consultancy Service (Architectural, Structural Design, Estimation and other services like Electrical, Air-conditioning, Public Health, firefighting, Mechanical, Interiors and Landscaping etc.) for the establishment of Dr. APJ Abdul Kalam Knowledge Centre & Space Museum at Kowdiar, Thiruvananthapuram.

1.0 NATURE OF BUILDINGS /FACILITIES

- a) Public buildings with Kerala model Heritage features.
- b) Auditorium & seminar Hall.
- c) Museum, monumental & Assembly buildings.
- d) Services like water supply, sewerage, storm water disposal, roads, Fire fighting, Landscaping, Rain water Harvesting etc.
- e) Internal Electrical works and street lighting, smoke detection, cable management system, etc.
- f) Air-conditioning works - Centralised AC low side distribution system including AHUs, ducting arrangements etc. required while designing the above facilities.

2.0 DEFINITIONS

- 2.1** The term “**Employer**” shall mean **Vikram Sarabhai Space Centre (VSSC)** a Centre of Indian Space Research Organisation (ISRO) of the Department of Space (DOS) having its office at Thumba, Thiruvananthapuram, Kerala.
- 2.2** The term “**Consultant**” or “**Bidder**” shall mean the firm that applies for the job/ the one retained for consultancy.
- 2.3** The term “**Focal Point**” shall mean Group Director, Construction and Maintenance Group (CMG) of VSSC who will be co-ordinating with “Consultant” or his authorised representatives.
- 2.4** The term “**Department**” shall mean ISRO/DOS.

3.0 SCOPE OF WORK

The role of the selected Consultancy firm is to provide a complete and Comprehensive Architectural and Engineering design concepts, drawings & estimate details, for all services required for the works to be entrusted to the consultants as and when required within the agreement period. The Consultant is required to provide services in respect of the following for accomplishing the consultancy services.

3.1 Preliminary Architectural Design:

- 3.1.1 Taking inputs/instructions from Employer and preparation of design brief.
- 3.1.2 Site evaluation, analysis and impact of existing and / or proposed development on its immediate environs.
- 3.1.3 Preparation of Conceptual Design including 3D.
- 3.1.4 Preliminary Architectural Design.
- 3.1.5 Obtaining approval from the Art and Heritage Commission, Govt. of Kerala.

3.2 Building Permit Drawings:

- 3.2.1 Preparation of all drawings required for obtaining Building Permit (including floor plans, elevations, sections, site and service plans and location map, etc. and signing of application and necessary documents) from Local bodies and all concerned authorities like Fire Dept., Pollution Control Board, Airport Authority, etc.

3.3 Detailed Design Activities:

- 3.3.1 Detailed Architectural design.
- 3.3.2 Structural design.
- 3.3.3 Sanitary, plumbing, drainage, water supply and sewerage design.
- 3.3.4 Electrical, electronic, communication systems design.
- 3.3.5 Heating, ventilation and air conditioning design [HVAC] compressed air system, other connected mechanical systems.
- 3.3.6 Elevators, escalators, etc.
- 3.3.7 Fire detection, Fire protection and Security systems etc.
- 3.3.8 Preparation of detailed estimates and specifications of building materials.
- 3.3.9 Preparation of BOQ.
- 3.3.10 Periodic inspection and evaluation of Construction works during execution.
- 3.3.11 Any other related activity for accomplishment of subject consultancy.

3.4 Allied Fields

- 3.4.1 Landscape Architecture.
- 3.4.2 Interior Architecture.
- 3.4.3 Architectural Conservation.
- 3.4.4 Graphic Design and Signage.
- 3.4.6 Green Building concepts.

4 SCHEDULE OF ACTIVITIES

The consultant shall carry out the work of detailed designing & planning of all activities through qualified and experienced team of Architects and Engineers having appropriate statutory licenses/registrations/eligibility etc. making them competent and eligible under the law for doing such works. The Employer shall not be obliged to further technical review, check or examine the soundness, accuracy, conformity with various codes of design practices and standards, the correctness or suitability of the design and planning work carried out by the consultants. However, the Employer is obliged to review the data & inputs on which such design are based by the consultants. The consultants shall be solely and fully responsible for the same. **Design of all structural elements, foundation etc. should be got vetted by a competent third party like IIT/NIT/Govt. Engineering Colleges, the cost of which shall be borne by the Consultant.** The vetted document shall be submitted to the Employer for review and records. However, in addition, if employer so desires to get the design reviewed/proof checked by Employer's in-house design team, the Consultant shall extend all necessary support & furnish all details as required by the Employer.

- i) Site survey and taking inputs/instructions from the Employer.
- ii) Furnishing conceptual design drawings including a 3D model with outline specifications including list of basic materials proposed (required for review by Employer) and modifying the same wherever necessary and obtaining approval for the same by Employer.
- iii) Preparing and submission of Preliminary Architectural Design based on the approved conceptual design and preliminary block estimates of cost for clearance of Employer.
- iv) Obtaining approval from the **Art and Heritage Commission, Govt. of Kerala, Thiruvananthapuram** for the preliminary Architectural design.
- v) Preparation & submission of drawings required for obtaining Building Permits (including floor plans, elevations, sections, site and service plans and location map, etc. and signing of application and necessary documentation).

- vi) Obtaining approvals/clearance etc. as may be necessary from the competent local authorities and other statutory bodies for the proposals for taking up the construction and also obtaining clearance from Water Supply and Sewerage Board for availing water supply connection and disposal of sewage/storm water. Liaison with Electricity Board for availing electricity service connection, obtaining occupancy and completion certificate from concerned local bodies, fire department and other statutory authorities/Govt. Departments.
- vii) Modifying the preliminary drawings/schemes as may be found necessary, in consultation with the Employer and obtaining Employer's approval for the final schemes.
- viii) Co-ordination, designing, preparation of drawing and detailing for works pertaining to the A/C, electrical, sanitary and all other systems and obtaining Employer's approval for the design and drawing (the detailed structural calculations and electrical and A.C. load calculations shall be furnished to the Employer's for clearance).
- ix) Formulation of detailed specification for all works adopting relevant specification of CMG-VSSC/CPWD or manufactures specification to totally indicate the intent of Employer for particular item of work.
- x) Preparation of detailed item rate technical estimates incorporating standard description of each item of work and abstract of quantities based on the latest schedule of rates of CMG-VSSC or market rates for item for which SOR is not available with rate analysis. Obtaining approval of the Employer for the same and furnishing **Six copies** of approved estimates and detailed take off sheets of quantities for the use of the Employer along with soft copy (PDF, Autocad, Revit etc.).
- xi) Furnishing to the Employer required number of **tender drawings** not less than six for all disciplines/sub works of the work of individual building/service. And also making available to the Employer, soft copies (PDF, Autocad, Revit etc.) of the tender drawings.
- xii) Preparation and furnishing **Six copies** of **working drawings** and soft copies (PDF & Autocad) and details for all aspects for the work including architectural, structural, sanitary, water supply, electrical, A.C. and fire detection, fire fighting and other works including furnishing design calculations after obtaining the approval of the Employer for the same.
- xiii) **Periodic visits [not less than once in a month]** to the site by the Consultant during execution of work to ensure that the intent of the drawings is properly understood and that all the features envisaged by the Consultant are properly executed. Architect shall submit a report to this effect to the Employer subsequent to the every periodic visit. The day to day supervision of the said works at site will not form part of the responsibilities of the Consultant.
- xiv) Assisting the Employer, if called upon, in settling or in arbitration of disputes with contractors and suppliers etc.
- xv) On completion of the building/facility, Issuing Architect's completion certificate and obtaining completion certificate, occupancy certificate and all other relevant certificates pertaining to safety regulations necessary for occupying the building from appropriate statutory bodies/ Govt. authorities. The Consultants shall also prepare and furnish to the **Employer 6 (six) sets of completion drawings incorporating all features/details 'As Built' for all works including services along with soft copy (PDF, Autocad, Revit etc.) at no extra cost.**

5 TIME SCHEDULE

- i) The Consultant shall follow the time schedule for completion of various services as laid in **Annexure-I** or time schedule as may be mutually agreed to based on specific work requirement. The time of performance provided in the contract shall be essence of the contract and shall be strictly adhered to by the Consultant.
- ii) The decision of the Employer in deciding the completion of the activities under the various stages in 'Time Schedule', when required to be determined under this agreement, shall be final and binding.

6 PAYMENT OF REMUNERATION

The Employer agrees to pay to the Consultant as remuneration for the professional services to be rendered by the Consultant in relation to the said works and in particular for the services herein before and hereinafter mentioned, **based on the percentage (%) offer by the Consultant in the cost bid document, calculated on the actual completion cost of the works (cost excluding, contingencies and all statutory taxes such as GST, Cess, etc.) for which services are rendered by the Consultant,** as defined in clause-7 below and the Consultancy fee so calculated shall be exclusive of service tax/ professional tax. Separate reimbursement is admissible in this regard subject to production of documentary proof of payment of service tax/ professional tax to the satisfaction of Employer.

Provided that in no case shall the Consultants be entitled to a total sum by way of fees which exceeds the fees as stipulated above, if calculated on the approved detailed estimated cost of the work **multiplied by a factor of 1.2**. Thus the completion cost that to be considered for all purpose of this contract **shall not exceed 1.2 times the detailed estimate cost.**

In the event of an increase in the detailed estimate in consequence of any increase in the scope of the work and/or upgrading of specifications at the instance of the Employer, the payment shall be increased in proportion to the increase in estimated cost on account of the factors mentioned above.

The actual amount of deposits payable to local authorities like statutory clearances, Corporation/Municipality, Town planning authorities, Art & Heritage Commission, State Electricity Board, Water supply & Sewerage Boards, etc., shall be borne by the Employer. However, above deposits shall be made on behalf of the Employer initially by the Consultants if asked for and reimbursement may be claimed subsequently from the Employer subject to production of required documentary proof, thereon.

The Employer shall reimburse the actual charges paid for soil investigation, if got carried out by the Consultant through other agency with the approval of the Employer. However, for the soil consultant, scope of his work and fees payable to the soil consultant, his incidental charges there on, if any, shall be got approved by the Consultants from the Employer prior to commitment/undertaking the soil investigation work. However, the Consultants will not be eligible for any fees on the deposits/ fees mentioned above.

7.0 **The completion cost of work as herein above referred in para 6 means the work actually executed for which the Consultant has rendered services.**

- 7.1 The Fees arrived at as stipulated above, shall be the total net all-inclusive fee payable finally by the Employer in consideration of the ENTIRE SCOPE of works to be attended by the Consultant and services to be rendered by them to the satisfaction of the Employer. The cost so calculated shall not include cost of land, cost of equipment and furnitures for and any other item which architect's consultancy is not obtained. The fees as aforesaid will become due and payable only after

completion of entire scope of work by the Consultant to the full satisfaction of the Employer. However, intermediate payments to the Consultant in consideration of the portion of the work completed by the Architect, at different stages as per para (7.2) of this Agreement, will be considered by the Employer and any such intermediate payments shall always be deemed, for all purposes, as advances against the final payment of fees as due & payable under this Agreement to the Consultant. The fees as calculated in accordance with above provisions of this Agreement shall be FIRM and FIXED and no change shall be made in the amount of fees due to any reasons what so ever during currency of this Agreement.

7.2 REGULATION OF PAYMENT OF FEES

The fees payable under this agreement shall be regulated as under:

Sl. No.	Stage of Payment	Fees payable
1	Preparation of Conceptual drawings, presentation to the Employer and incorporating their comments.	15%
2	Preparation of Preliminary drawings incorporating the Comments of the Employer and preparation of block/proforma estimates for approval. <u>Obtaining approval from the Art and Heritage Commission, Govt. of Kerala, Thiruvananthapuram.</u>	
3	Preparation and submission of building permit drawings to local authorities and obtaining approval.	*10%
4	Preparation of Tender drawings with all relevant details, Preparation of detailed estimates, schedule of quantities for tendering purpose.	20%
5	Preparation of working drawings including the structural drawings, detailed electrical drawings, AC & Mechanical drawings, PH & other drawings/details based on designs conforming to the relevant standards.	30%
6	Periodic site visits during the progress of construction work and submission of inspection report.	10%
7	Obtaining approval for power supply, service connection, Water supply and sewerage service connections etc. from Concerned local authorities.	*5%
8	On completion of work, obtaining the completion certificate, Occupancy certificate and all other relevant certificates pertaining to safety regulations necessary for occupancy of the building. Preparation and submission of completion drawings as envisaged in the scope mentioned earlier.	5%
9	Balance amount of the total fee payable on settlement of final bill of the work.	5%
	Total	100%

****Stage payment will be made if applicable on completion of the task. If not applicable the payment towards this will be released along with final bill.***

Stage payments will be payable based on the approved estimated cost (cost excluding, contingencies and all statutory taxes such as GST, Cess, etc.) & final payment shall be reconciled as per actual completion cost of the works as mentioned above in para 6.0.

7.3 On payments falling due, the Consultants shall furnish suitable bills giving details of the claimed amount to the Employer for scrutiny and effecting payment.

7.4 **SECURITY DEPOSIT (SD):** Security Deposit of Rs.1.50 lakh shall be submitted in the form of Fixed Deposit Receipt (FDR) drawn in favour of The Accounts Officer (Bills), Centre Accounts, VSSC or in the form of bank guarantee obtained in a non-judicial stamp paper of Rs.200/-, issued by a

Nationalized/Scheduled Indian Bank valid 2 months beyond the completion of this contract. This Security Deposit without any interest thereon shall be returned to you on successful completion of this contract or shall be adjusted/forfeited against non fulfilment of any contractual obligations.

7.5 The fees payable after the completion and approval of each stage will be settled within a period not exceeding one month from the date of submission of the bills with all document[s] to the satisfaction/ requirement of the Employer / Department. The balance of fees payable to the Consultants as per Clause 7.2.9 of this agreement shall be paid within three months of the completion of the construction works and also after attending to the satisfaction of the Employer to all services indicated therein. However, in case if it becomes apparent after the final settlement of works accounts with the building and other contractor(s) etc; that the actual cost considered for making the final adjustments has undergone any change, suitable adjustments shall be made in the final amounts due or paid/ payable. Provided that in the event of payments already made to the Consultants under sub-clauses said above exceeds the total fees payable to them under this agreement the Consultant shall be liable to refund the excess payments to the Employer within a period not exceeding two months from the date of notice of demand made by the Employer intimating the fact of such excess payments. In case of default refunding excess payment legal action as deemed fit will be taken.

7.6 The Executive control of the works as far as this agreement is concerned, shall on behalf of the Employer, rest with the Focal point i.e. Group Director CMG, VSSC, Department of Space, Government of India or any other officer as may be authorized or prescribed by the Employer on that behalf. Consultant shall address all communications to the said Focal point / or any other Officer who may be authorised by him by written intimation to the Consultant in this behalf who shall cause appropriate action to be taken on them. Similarly, the Consultant shall act only on written communication or in an emergency, on oral communications to be confirmed thereafter within fifteen (15) days in writing from the Focal Point or any other officer authorised in this behalf by him.

Note: The Authorisation of Executive Control also caters for authorisation for dealing with all matters connected with the Administration of respective Contracts including scrutiny of bills and passing the same etc.

8.0 The Consultants shall supply free of charge to the Employer or his nominee **6 sets** of approved preliminary drawings and 6 sets of each of working drawings along with subsequent modifications if any and 6 copies of detailed estimate one soft copy. Consultant will also supply original tracings or soft copy of the drawings in Autocad/Revit to the Employer without any extra charges, to enable the Employer to take prints for his use. The Employer is entitled to make necessary copies of such drawings whenever required without any reference to the Architect. The responsibility of incorporating the necessary revisions/alterations in the negatives shall rest with the Consultants. The Consultants shall also supply free of charge six(6) sets of As Built drawings in respect of all branches like Arch., structural, and services with certification as completion drawings to the Employer along with soft copy (Autocad/Revit) after the completion of the said works. However, wherever required completion certificate and Building Use Permission[s] from the local bodies shall be obtained by the Consultants and submitted to the Employer immediately after completion of work. The designs and plans evolved by the Consultants will become property of the Employer.

9.0 CONFIDENTIALITY

The Consultants shall not disclose any information furnished to them by the Employer nor any drawings, reports and any other information prepared by the Consultants without the prior written approval of Employer except in so far as disclosure is necessary for the performance of Architect's work and service under this agreement. A non-disclosure agreement shall also be executed by the Consultant in a judicial/non-judicial stamp paper of minimum Rs.200 as per **Annexure-II**.

10.0 COPY RIGHT

The Employer shall have the copy right with respect to all the design prepared by the Consultants based on the requirement furnished by the Employer. The Consultants shall not copy or repeat the plans and designs etc. prepared by them in connection with work to which this Agreement belong without written permission from the Employer.

11.0 EXTRA SERVICES AND SPECIAL COST

If the Employer orders major changes after approval of the working drawings, after completion of activities mentioned in para 4, necessitating the Consultant to incur any extra drafting and other expenses, Consultant shall within seven days from the date of receipt of such order, inform the Employer the amount of extra fees which they intend to charge and the Employer shall determine the quantum of extra fees to be paid to the Consultants after exercising due scrutiny of the details furnished by the Consultant.

The Employer shall furnish to the Consultant the available survey details and sub-soil exploration data, contours of the building site and other site details. Further survey details required if any may have to be arranged by the Consultant with the approval of Employer and expenditure thereon shall be borne by the Consultant.

The Consultants shall not make any deviations, alterations, additions, omissions from the approved drawings without the knowledge and prior written approval of the Employer. The Consultants will immediately inform the Employer about any such proposed deviations and also when the agreed deviations are implemented.

12.0 SPECIALISTS FEES

The fee for any consultants appointed by the Employer for services not covered by this agreement shall be payable by the Employer.

13.0 FUNCTION OF CONSULTANT & COMPENSATION FOR DELAY

The Consultant hereby agree that the fees to be paid as provided herein will be in full discharge of functions to be performed by them and no claim whatsoever shall be against the Employer in respect of any proprietary right on the part of any other party relating to the plans and drawings. The Consultant shall indemnify and keep indemnified, the Employer against any such claims and against all cost and expenses paid/incurred by the Employer in defending themselves against such claims. The Consultant shall always keep the Employer indemnified against any claim arising out of the Consultant, consulting any other parties in connection with the discharge of their duties and responsibilities under the agreement.

In the event of failure on the part of the Consultant to complete and do their works within the approved time schedule referred in Clause-5 and in a satisfactory manner or in the event of the Consultant committing a breach of anyone or more of the terms and conditions of the agreement, the Employer will be entitled to rescind this

agreement without prejudice to his rights to claim damages or any other rights or remedies under the law. In case of failure on the part of the Consultant to fulfill their responsibilities in respect of the said works in proper time or abandonment of the assignment or non submission of Drawing/details in time leading to delay in completion of works, huge variation in quantities of items with respect to Estimates or any other reasons, the Employer will be entitled to levy compensation for the delays and failures. **The quantum of compensation will be determined by the Employer subject to a maximum of 10% (Ten per cent) of the total fees payable.**

If at any time after commencement of this Contract, the Employer shall, for any reason, whatsoever not require the whole of the work as specified in the Agreement to be carried out, the Employer shall have the right to terminate the Contract by giving notice in writing to the Consultants, who shall have no claim to any profit or advantage which they might have derived from the execution of this contract in full, but which they could not derive in consequence of the full contract not having been carried out, neither shall they have any claim for compensation by reason of any alterations having been made in the original specification, drawings, designs and instructions which shall involve any curtailment of the work as originally contemplated provided that the Consultant shall be paid charges for the services already rendered by them up to the time of such termination or curtailment.

Points to be adhered to by the Architect.

14.1 Planning (Architect)

- 14.1.1 Design shall be site specific and shall confirm to the building codes like National building code, relevant Bureau of Indian Standard codes and safety standards.
- 14.1.2 Further the design shall comply with local building bye laws, codal provision and statutory requirements.
- 14.1.3 Architect design/Scheme shall be evolved keeping in view the basic structural concept and all building services which individually meet the respective codal requirements.
- 14.1.4 Architect design evolved shall be cost and energy efficient.

14.2 Estimation (Quantity Surveying)

- 14.2.1 IS mode of measurements is to be strictly followed while preparing the estimates.
- 14.2.2 The quantities of items are to be based on the detailed measurements and not on approximation.
- 14.2.3 The schedule of finishes like Doors/Windows/Ventilators, structural glazing, partitions, false ceiling/flooring, floor finishes, etc are to be indicated in the drawings so as to check whether the provisions are catered for in the estimates.
- 14.2.4 Rate analyses for non-scheduled items are to be furnished along with the estimate.
- 14.2.5 The description of each item of the estimate has to be as per the specifications followed by the Employer. No changes are to be made unless requested.
- 14.2.6 Quantification of special items like thermal insulation (UDTI), clean room finishes, false ceilings etc., shall be worked out duly consulting the Employer (Technical/Quantity section) so that the provision being made are to be in line with the mode of measurement followed in the Department.

- 14.2.7 All the items like Aluminium Doors/Windows/Ventilators shall be quantified separately for:-
- a) (i) Aluminum sections including beadings, clamps required for fixing the Aluminium extrusions shall be by weight & (ii) Panels separately by area.
 - b) The items like Under Deck Thermal Insulation (UDTI), false ceiling shall also be bifurcated and quantified separately for :-
 - (i) Aluminium sections by weight.
 - (ii) Materials for false ceiling and insulation by area.
 - c) Steel doors shall be quantified by weight.
- 14.2.8 The estimates shall be prepared sub-head wise. For example, main building, sub-station (If planned separately), roads & pathways, drains, cable trench equipment foundations, etc., so that no items will be missed while quantifying the items.
- 14.2.9 As per the IS mode of measurements, the quantities of each item are to be worked out floor wise. In case of buildings where high bays and different floors adjoining to the high bays are designed, the different levels to be considered for quantifying the items shall be discussed with the Employer before finalizing the quantification with reference to stages/levels.
- 14.2.10 The quantification of structural items like RCC, steel requirement and formwork should be worked out based on the structural analysis. No approximate quantities should be included.
- 14.2.11 Measurement sheets for all the items shall be enclosed along with the estimates for verifying the same by the Employer before the estimate is cleared.
- 14.2.12 A report indicating the various provisions made in the estimate, such as plinth area, carpet area, type of foundation, flooring, roofing and other special items should be enclosed along with the estimate.
- 14.2.13 While quantifying the structural steel items, the sectional weights are to be adopted as per IS or may be obtained from the Employer for following uniform procedure.
- 14.2.14 The construction period has to be indicated in the report accompanying the estimate as per the Employer's stipulations which may be obtained.

14.3 **Structural Design**

Consultants shall have in house structural engineer or can employ structural firm/ engineer who shall have the following criteria:

- 14.3.1 Structural Engineer with post-Graduation in Structural Engineering shall have minimum design experience in similar nature of work entrusted is preferable.
- 14.3.2 Structural Engineer shall be familiar with the latest Indian Standards with respect to Analysis and Design of RCC and Steel Structures.
- 14.3.3 Shall be proficient in analysis/ design of structures using computer with familiarity in latest versions of softwares like STAAD-Pro, NISA etc.
- 14.3.4 Shall have to handle structures subjected to seismic, cyclonic loads and structures situated in aggressive environments like corrosion etc.
- 14.3.5 The consultant shall have only latest licensed softwares for analysis and designs and shall not use pirated softwares.

- 14.3.6 Consultant shall use structural softwares like STAAD-Pro, NISA, NISA – civil preferably. If he uses any other software, he shall produce documents which can be read and understood by other structural engineers who do not have familiarity with such softwares.
- 14.3.7 All structural drawings shall be prepared using AUTOCAD with detailing as per relevant IS codes and the consultants shall strictly adhere to the time frame given by them during co-ordination committee meetings.
- 14.3.8 Consultant shall have facilities for e-mailing drawings or the input files.
- 14.3.9 Detailing shall be in accordance with SP34. Sample drawings prepared by the consultant for any of their earlier works shall be produced before finalizing.
- 14.3.10 Consultant shall forward soft copy of the revision made in the computer models indicating the revisions therein along with revisions of the drawings/ designs, if any.
- 14.3.11 It is the responsibility on the part of the consultant to produce correct design and drawings complying with the relevant Indian Standards including detailing etc., to avoid infructuous delays that may happen while reviewing the drawings for according clearances.
- 14.3.12 The time schedule committed by the consultant shall be for release of drawings to site, for construction and not for submission for clearance, which may involve some time frame for Employer to peruse, offer comments, in turn correction both in design and drawings to be carried out by Consultant. Hence, it shall be the responsibility of the consultant to plan their schedule accordingly so as to ensure timely availability of drawings at site for construction which are on very tight construction schedule.

14.4 Electrical

- 14.4.1 The consultant should have in house electrical design team or can employ electrical consultancy firm/ Engineer to facilitate coordination with other buildings/ facility disciplines.
- 14.4.2 The design team of consultants shall be fully experienced in the design of not only office and commercial lighting design, but the design of electrical scheme for functional buildings including high-bay areas also.
- 14.4.3 Design team of consultants shall comprise of senior qualified design engineers with proven experience of design of Museum, monumental & Assembly buildings / functional buildings/ workshops/ test facilities etc.
- 14.4.4 The design should be fully based on modern design software for fault level calculations, illumination designs and power schemes.
- 14.4.5 The consultant should have designed substations, emergency power supply systems with DG sets, lighting schemes, earthing schemes, smoke detection system etc.,
- 14.4.6 The consultant shall be familiar with codes like NBC, ECBC, NLC etc.

14.5 Mechanical

- 14.5.1 The consultant should have in-house mechanical design team or can employ Mechanical Consultancy firm/ Engineer to facilitate coordination with other buildings/ facility disciplines.
- 14.5.2 Design team of consultants shall comprise of Senior and Junior Engineers with suitable design experience in design and installing elevators and other specialized mechanical works for facility buildings.
- 14.5.3 Design work shall be software driven. Design calculations, selection of auxiliary equipments like gear box, motors etc. shall preferably to be done through software.

14.6 Air Conditioning

- 14.6.1 The consultants should have in-house HVACR design team to facilitate coordination with other building/ facility disciplines.
- 14.6.2 Design team of consultants shall comprise of Senior and Junior Engineers with suitable technical qualification and experience.
- 14.6.3 Design work should be software driven. Cooling load calculations, equipment selection, ducting and piping designs etc shall be done through appropriate software. Software used shall be identified.
- 14.6.4 The consultant should be conversant with industrial/commercial type AC systems like seminar halls, exhibition halls, Library halls, clean rooms, sophisticated electronic labs and general comfort applications.

14.7 PH & Fire fighting

- 14.7.1 PH & Fire fighting works to be designed as per relevant IS codes and latest NBC norms.

15 ARBITRATION

Arbitration In the event of any dispute(s), difference(s) or claim(s), arising out of or relating to the interpretation and applications of the contract, such dispute(s) or difference(s) or claim/s shall be settled amicably by mutual consultations of the good offices of the respective parties and recognising their mutual interests attempt to reach a solution satisfactory to both the parties. If such a resolution is not possible, within 30 days from the date of receipt of written notice of the existence of such dispute(s), then unresolved dispute(s)/ difference(s) or claim(s) shall be referred to the sole arbitrator appointed by rule and procedures of arbitration and conciliation act 1996 as amended from time to time. The arbitration shall be conducted in Trivandrum in consultation with Arbitration and Conciliation Centre - Bengaluru as per its rules and regulations. The expenses from the arbitration shall be shared equally or as may be determined by the arbitrator. The considered and written decision of the arbitrator shall be final and binding between the parties. Services under this agreement will, notwithstanding the existence of any such dispute, question or controversy, continue during the arbitration proceedings and no payment due or payable by the Employer to the Consultant or vice versa, will be held on account of such proceedings unless such payments are the direct cause of such arbitration. The arbitrator shall be at liberty to extend the time for making the award from time to time with the consent of both the parties.

16 PERIOD OF AGREEMENT

- 16.1 Agreement if concluded shall remain in force till the completion of consultancy services, fulfilling all the scope of works.
- 16.2 Agreement if concluded shall be liable to be terminated by two months notice in writing by either party without being liable to pay any damage to the other party and further in the event of termination of this agreement by either party under this article or in the case of suspension or abandonment of the said works due to causes beyond the control of either party, no further payment except the payment or payments which has or have already been made or which issue of notice may become payable in accordance with the provisions under clause-6 hereof prior to the date of such termination or the date of such abandonment or such suspension as the case may be shall be made by the Employer to the Consultant.

17 Safety

Consultant shall ensure that during entire execution of Consultancy service, the Consultant and their team members, work force etc. shall strictly adhere to the safe work practices. Ensuring safety of all personnel, facilities and material shall be the sole responsibility of Consultant. Employer / Department will not be responsible for any injury, loss of life or property that has happened by way of an incident/accident while in transit or at site. The entire responsibility including cost of damages/legal issues etc. that are likely to come on occurrence of such an incident/accident shall lie with the Consultant. The Consultant shall ensure necessary insurance to cover his men and materials, machinery, equipments etc.

18 Force Majeure

18.1 In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under this agreement, the relative obligation of the affected by such force majeure shall be suspended for the period during which such cause lasts.

18.2 The term 'FORCE MAJEURE' as used herein shall mean acts of GOD, war, revolts, riot, fire, floods, pandemic and acts and regulations of the Government of India.

18.3 Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable aforesaid thereby, shall notify the other party in writing within 15days of the alleged beginning and ending thereof giving full particulars and satisfactory proof.

18.4 Time for performance of these relative obligations suspended by the force majeure shall be extended by the period for which such cause lasts.

SCHEDULE FOR CONSULTANCY SERVICES

The Consultant shall prepare the drawings & details at every stage keeping in view the priorities of the Employer and also according to requirements of drawings & details for actual execution of work at site. For example, in case of structural details, drawings pertaining to foundations and layout can be first prepared followed by details of columns, beams, lintels and slabs etc. Schedules to be followed are broadly brought out below. However detailed schedules to be followed for the work shall be finalized as per the priorities of the Employer at the time of taking up the work.

Sl. No	Schedule of activity	Indicative time schedule to be stipulated for individual works
1.	Furnishing of requirement by Employer and site visit by Architect and discussion with Receiver.	
2.	Preparation of Conceptual drawings including 3D & presentation to the Employer for review.	Within 2 weeks from above.
3.	Perusal of Conceptual design drawings by Employer & furnishing the comments for incorporation.	Within 1 week from the date of receipt of conceptual design drawings.
4.	Furnishing preliminary drawings with outline specification and broad Structural schemes by Consultant for review by Employer.	Within 2 weeks from above.
5.	Perusal of preliminary drawings by the Employer & furnishing comments.	Within 1 week from the date of receipt of preliminary drawings.
6.	Modifying preliminary drawings based on comments and furnishing to Employer along with proforma / preliminary estimates and schemes for services.	Within 2 weeks from the date of receipt of comments from Employer.
7.	Approval for the revised drawings by the Employer with or without further modifications.	Within 1 week from receipt of revised drawing from Consultant.
8.	Obtaining approval from the Art and Heritage Commission, Govt. of Kerala, Thiruvananthapuram.	Within 3 weeks from receipt of approval from the Employer for the finalised preliminary drawings.
9.	Obtaining local body approval (permit) based on approved drawings (incorporating all modifications suggested).	Within 3 weeks from receipt of approval from the Art and Heritage Commission, Govt. of Kerala.
10.	Getting soil investigation done by specialist (if applicable).	Within 4 weeks from receipt of approval from the Art and Heritage Commission, Govt. of Kerala.
11.	Furnishing detailed estimates and specifications to Employer along with details of design calculation/schemes etc.	
12.	Perusal of estimates, designs and specifications by the Employer /Department & furnishing comments.	Within 1 week from date of receipt of estimates and designs.

Sl. No	Schedule of activity	Indicative time schedule to be stipulated for individual works
13.	Furnishing modified detailed estimates, specifications to Employer along with details of design calculation/schemes etc after incorporating all comments.	Within 1 week from date of receipt of comments on estimates and designs.
14.	Approval of the modified detailed estimates, specifications, and designs with or without further comments.	Within 1 week from date of receipt of modified estimates and designs.
15.	Furnishing of tender drawings and tender documents along with soft copy.	Within 2 weeks from approval of detailed estimates and designs.
16.	Furnishing all working drawings details relating to Architectural, Structural PH, structural and electrical drawings/schemes including details necessary for execution of work, proof checking of structural design etc.	<p>Issue of working Drawings</p> <p>i] Arch. Plans, Sections, Elevations, Details of Doors, Windows, Cupboards, Patterns, Grills, Color Schemes, hand rails, staircases and all other details: 4 weeks.</p> <p>ii] Structural details, drawings etc: 4 weeks</p> <p>iii] PH details & Drawings : 4 weeks</p> <p>iv] Elec. drawings & schemes : 4 weeks</p> <p>v] A/C details : 4 weeks</p> <p>[All are parallel activities reckoned from the date of approval of detailed estimates and designs]</p>
17.	Perusal of working drawings by Employer & furnishing comments.	Within 2 weeks from receipt of working drawings.
18.	Furnishing corrected working drawings details relating to Architectural, Structural, PH and electrical drawings/schemes including details necessary for execution of work.	Within 2 weeks from receipt of comments on working drawings.
19.	Obtaining local body approvals (Completion certificate, Occupancy certificate etc.)	Within 4 weeks from the date of actual completion of construction work.
20.	Furnishing of completion drawings / documents along with soft copy.	Within 4 weeks from the date of actual completion of construction work.

Signature(s) of Bidder(s) :

Seal of Bidder :

Date of Submission :

Non-Disclosure Agreement (NDA)

This affidavit is to be made on Judiciary/ Non-Judiciary Stamp paper of Rs. 200.

We, (**M/s.** _____), hereinafter called the '**Bidder or Consultant**', fully understand and accept the terms and conditions of this agreement of "**Vikram Sarabhai Space Centre - 695022, Department of Space, Government of India**", hereinafter called '**Employer**' as part of the tender entitled "*Providing Composite Consultancy Service (Architectural, Structural Design, Estimation and other services like Electrical, Air-conditioning, Public Health, firefighting, Mechanical, Interiors and Landscaping etc.) for the establishment of Dr. APJ Abdul Kalam Knowledge Centre & Space Museum at Kowdiar, Thiruvananthapuram*".

We, the Consultants undertake and guarantee that we will not disclose any information furnished to us by the Employer nor any drawings, reports and any other information prepared by us without the prior written approval of Employer except in so far as disclosure is necessary for the performance of Architect's work and service under this agreement.

I/We further declare that:

1. Any information submitted or given by Employer to me/us shall be treated by me/us in strict confidence.
2. I/We further accept and agree that all the design prepared and subsequent changes incorporated by us based on the detailed requirements furnished by the Employer at any time, shall be the exclusive property and copyright of Employer.
3. I/We further undertake and assure that we will not share any information, document or any part thereof, to any third party for any reason without first obtaining written permission from Employer. All the above clauses, terms & conditions applicable to us, will be equally applicable to any such third party, and we (Consultants) hereby undertake responsibility for compliance with the same.

**Signature(s) of Bidder(s)
along with seal**

DECLARATION BY THE BIDDER

From

Subject: Providing Composite Consultancy Services (Architectural, Structural Design, Estimation and other services like Electrical, Air-conditioning, Public Health, firefighting, Mechanical, Interiors and Landscaping etc.) for the establishment of Dr. APJ Abdul Kalam Knowledge Centre & Space Museum at Kowdiar, Thiruvananthapuram.

Ref : Tender Notice No:

Sir,

Having perused the details given in notice, terms and conditions, scope of work, eligibility criteria, evaluation etc., I/We hereby submit the application for the subject Composite Architectural Consultancy Service.

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms 'A' to 'G' and accompanying statements are true and correct.
2. I/We have furnished all information and details necessary and have no further pertinent information to supply.
3. I/We also authorize Employer/Department or their authorized representatives to approach individuals and firms to verify our competence and general reputation.
4. I/We submit the following additional certificates in support of our suitability, technical know-how and capability for having successfully completed the projects.
 - i)
 - ii)

**Signature(s) of Bidder(s)
along with seal**

Date of Submission : _____

1. ORGANISATIONAL STRUCTURE

1	Name & Address of the bidder with Telephone No./ Fax No./ Email ID	
2	Details of Branch Offices & their Address, Telephone No./ Fax No./ Email ID	
3	a. Year of Establishment b. Date & Year of commencement of practice.	
4	Legal status of the bidder (attach copies of original document defining the legal status)	
	a) An Individual	
	b) A proprietary firm	
	c) A firm in partnership	
	d) A limited company or Corporation / Joint venture / Consortia	
5	Names of Partners/Directors & other executives with designation	
6	Designation of individuals authorized to act for the organization.	
7	Total No. of professional staff (In house) : a) Architects* b) Planners c) Structural Engineers d) Quantity Surveyors e) PHE Engineers f) Electrical Engineers g) HVAC h) Fire Fighting	
8	Was the bidder 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.	
9	Has the bidder 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.	
10	Has the bidder 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.	
11	Has the bidder or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.	
12	In which field of Consultancy the bidder has specialization & interest Any other information considered necessary but not included above. a. Certificate of Merit or Grade in any Competition b. c.	
13	Enlistment with Government / Private bodies	

* *Principal/ Head Architect shall be registered with Council of Architects*

FORM – ‘B’**2. DETAILS OF IN-HOUSE SERVICE AVAILABLE FOR THE ASSIGNMENTS**

Sl. No.	In house Service	Availability of Services (Strike out whichever is not applicable)	Nos. of In house Staff with experience		
			Experience of 10 years & above	Experience of more than 5 years	Experience of less than 5 years
1	Architecture	YES / NO			
	Architects*				
	Planners				
	Architectural Draughtsman				
	3D - Animator				
	Interior Designers				
2	Structural Engineering	YES / NO			
	Structural Design Engineer				
	Structural Draughtsman				
3	Estimation	YES / NO			
	Quantity Surveyors				
4	Public Health Engineering	YES / NO			
	PH Design Engineer				
	PHE Draughtsman				
5	Electrical	YES / NO			
	Electrical Design Engineer				
	Electrical Draughtsman				
6	Mechanical	YES / NO			
	Mechanical Design Engineer				
7	HVACR	YES / NO			
	HVACR Design Engineer				
8	Fire fighting Engineering	YES / NO			
	Fire fighting Design Engineer				
9	Administration/Support Staff				
10	Office Equipments a. Computers b. Plotters c. Printers d. Scanners e. Photocopying machine f. Laptops g. Fax h. Video Conference i. UPS				
11	Software available to be mentioned				

* Principal/ Head Architect shall be registered with Council of Architects

FORM – ‘C’**3. DETAILS OF ASSOCIATED PARTNERS RELATED TO THE ASSIGNMENTS AND THEIR EXPERIENCE**

Sl. No.	Proposed Associate For	Names & Addresses of Associates	Nos. of In house Staff with experience			Years of Association with the Prime Bidder
			Experience of 10 years & above	Experience of > 5 years	Experience of < 5 years	
1	Structural Engineering					
2	Public Health Engineering					
3	Electrical					
4	Mechanical					
5	HVACR					
6	Firefighting /Engineering					
7	LAN Networking					
8	Landscaping					
9	Interior Works					

4. FORMAT OF CURRICULUM VITAE (CV) OF KEY PROFESSIONALS

(This form to be furnished not only by the Prime Architect/Architectural firm applying for the prequalification, but also furnish separately for each member of associated partners who would be associated with this project work)

KEY PROFESSIONAL

Name of Firm :
 Professional :
 Date of Birth :
 Years with Firm :
 Nationality :
 Membership in Professional Societies :

Detailed Task Assigned :

Key Qualifications :

Education:

Title	Board/University	Grade	Year of passing

Employment Record :

Name of the Firm	Position Held	Years of Employment

Languages :

Language	Speaking	Reading	Writing

Certification :

I/ We, certify that to the best of my knowledge and belief, the above information of officials is true and correct.

Date :

**Signature(s) of Bidder(s)
 along with seal**

5. DETAILS OF ALL WORKS OF SIMILAR NATURE OF ASSIGNMENTS COMPLETED (AS MENTIONED UNDER ELIGIBILITY CRITERIA) DURING THE LAST FIVE YEARS ENDING LAST DAY OF THE MONTH DECEMBER 2023

SIMILAR NATURE OF ASSIGNMENT – COMPLETED WORKS			
Sl. No	Description	1	2
1	Name of work / Project and location		
2.	Name & Address of Employer /organization, Telephone no. of officer to whom reference may be made.		
b.	Client		
3.	Cost of work in Rs. Lakhs (Attach copy of contract agreement)		
4.	Date of commencement as per contract		
5.	Stipulated date of completion		
6.	Actual date of completion		
7.	Litigation / arbitration pending / in progress with details		
8.	Service rendered by		
a.	In house teams		
b.	Associated Consultants		
9.	Names of Project In charge & Key staff & nos. of staff involved.		

6. DETAILS OF ALL WORKS OF SIMILAR NATURE OF ASSIGNMENT (AS MENTIONED UNDER ELIGIBILITY CRITERIA) IN HAND UNDER EXECUTION (Ongoing Projects)

SIMILAR NATURE OF ASSIGNMENT – ONGOING WORKS			
Sl. No	Description	1	2
1	Name of work / Project and location		
2.	Name & Address of Employer / Organization, Telephone no. of officer to whom reference may be made.		
	A) Client		
3.	Cost of work in Rs. Lakh (Attach copy of contract agreement)		
4.	Date of commencement as per contract		
5.	Stipulated date of completion		
6.	Anticipated date of completion		
7.	Service rendered by		
	A) In house teams		
	B) Associated Consultants		
8.	Names of Project In charge & Key staff & nos. of staff involved.		
9.	Any other information		

7. FINANCIAL INFORMATION

- I. Details to be furnished duly supported by figures in balance sheet/profit and loss account for the last three years duly certified by the Chartered Accountant, as submitted by the bidder to the Income Tax Department (copies to be attached).

Particulars	Financial Year		
	2020-21	2021-22	2022-23
i. Gross Annual turnover on Consultancy works (In Lakhs)			
ii. Profit / Loss			
iii. Certified by			

- II. Current Income Tax clearance Certificate / Profit & Loss account certificates are enclosed

Signature of Chartered Accountant with seal

Evaluation Format for Composite Consultancy Service - Summary

Name of the bidder :

Sl. No.	Evaluation Parameter	Max. Marks (100)	Min. Marks required for qualification	Marks Obtained during evaluation	Remarks
I	Organisational set up				
1	Office Establishment, branches etc.,	5	-		
2	No. of years Office was setup	5	-		
3	Facilities for detailed planning & Technical Staff details	12	-		
4	Office Automation	3	-		
	Sub-total	25	15		
II	Experience:				
1	Number & value of work executed	10	-		
2	Inspection of works	30	-		
3	Feedback from Clients/ Quality of Consultancy service.	10	-		
4	Experience in Heritage Building Design	15	-		
	Sub-total	65	39		
III	Financial strength				
1	Annual turnover for the past 3 yrs.	10	-		
	Sub-total	10	6		
	Total Marks	100	75		
Result (Qualified/ not-qualified)					

Note: The bidder should obtain not less than 60% in individual parameter and overall 75% for qualification as given in the above table.

Detailed Technical Evaluation Format for Composite Consultancy Service

Name of the bidder :

Sl. No.	Parameter	Max. Marks	Marks Obtained	Remarks
I.	ORGANISATION SET UP			
1	Office Establishment, branches etc.,			
a	An Individual - 60% A Proprietary Firm - 75% A Firm in Partnership - 85% A Limited company/ Consortia/ JV - 100%	3		
b	Branch Offices	1		
c	Empanelment/ Registration with Government / Public sector under taking	1		
2	No. of yrs. Office was setup 03 yrs - 60%, > 03 to 05 yrs - 80%, > 05 yrs - 100%	5		
3	Facilities for detailed planning & Technical Staff details (In House)			
	a. Architectural			
	In-house architects	2		
	No. of Senior Architects > 10 yrs exp <i>Only Architects registered with council of Architects to be taken.</i>	1		
	No. of Architects > 5 yrs exp	1		
	No. of Architects < 5 yrs exp	1		
	b. Structural Design			
	No. of Senior Engineers > 10 yrs exp	1		
	No. of Design Engineers > 5 yrs exp	1		
	No. of Design Engineers < 5 yrs exp	1		
	c. Estimation			
	No. of Qty Surveyors > 5 yrs exp	1		
	No. of Qty Surveyors < 5 yrs exp			
	d. Electrical design			

	<p>No. of Engineers > 5 yrs exp</p> <p>No. of Engineers < 5 yrs exp</p> <p>e. Public Health</p> <p>No. of Engineers > 5 yrs exp</p> <p>No. of Engineers < 5 yrs exp</p> <p>e. AC & Mechanical</p> <p>No. of Engineers > 5 yrs exp</p> <p>No. of Engineers < 5 yrs exp</p>	<p>1</p> <p>1</p> <p>1</p>		
<p>Outsourcing of any traits/ Parameters:</p> <p>1. In case, any of the above facilities (except Architectural) are outsourced, then above parameters shall be evaluated considering 80% of the marks allotted above.</p> <p>2. The firm to which the work will be outsourced should have required number of Technical staff as detailed above.</p>				
4	<p>Office Automation</p> <p>Software availability</p> <p>a i) AutoCAD, STAAD Pro, Etabs - 60%</p> <p>ii) AutoCAD, STAAD Pro, Etabs, 3D views - 80%</p> <p>iii) AutoCAD, STAAD Pro, Etabs, 3D view, STRAPS, STUDS, Animation, NISA, etc., - 100%</p> <p>Hardware availability / support</p> <p>b i) Printer - 80%</p> <p>ii) Printer, Plotter (all sizes of drgs) - 100%</p>	<p>2</p> <p>1</p>		
II.	EXPERIENCE			
1	<p>Value of work executed during last 5 Years</p> <p>Average value of works done (i.e.Total value/ No. of works)</p> <p>for 4 to 6 Cr - 60%, 6 to 8 Cr - 80%, >8 Cr - 100%</p>	10		
2	<p>Inspection of works carried out by bidders</p> <p>a. Planning / Design</p> <p>(i) Innovative concept / Green building concept / vernacular Architecture.</p> <p>(ii) Site responsive, efficiency interms of planning, cost & energy.</p> <p>(iii) Adherence to local byelaws, statutory requirements, safety codes, standards etc.,</p> <p>(iv) Material Knowledge</p> <p>(v) Co-ordination with all building services.</p> <p>b. Experience in planning / designing different types of facilities</p>	<p>10</p> <p>5</p>		

	c. Project presentation with 3D views, model study, animations etc.,	5		
	d. Adherence to time & project cost.	5		
	e. Getting local body approvals / clearances.	5		
3	Feedback from Clients/ Quality of service.	10		
4	Experience in Heritage Design			
	a. One Building design in the Heritage Zone/Site.	5		
	b. Approval from Art & Heritage Commission for any one Project/Design.	10		
III.	FINANCIAL STRENGTH			
1	Average Annual turnover for past 3 yrs 30L to 45L - 60%, >45L to 60L - 80%, >60 L - 100%	10		

COST BID SHEET

Subject : Providing Composite Consultancy Service (Architectural, Structural Design, Estimation and other services like Electrical, Air-conditioning, Public Health, firefighting, Mechanical, Interiors and Landscaping etc.) for the establishment of Dr. APJ Abdul Kalam Knowledge Centre & Space Museum at Kowdiar, Thiruvananthapuram

Ref : Tender Notice No:

Sl. No.	Description	Offer in Percentage (%)	Remarks
1	<p>Providing Composite Consultancy Services for the establishment of Dr. APJ Abdul Kalam Knowledge Centre & Space Museum at Kowdiar, Thiruvananthapuram as per the scope of works and Terms & Conditions specified in the tender document.</p> <p><u>Important notes:</u></p> <p>1. Consultancy fee payable is based on the percentage (%) offer by the Consultant in the cost bid document, calculated on the actual completion cost of the works (cost excluding, contingencies and all statutory taxes such as GST, Cess, etc.) for which services are rendered by the Consultant as defined in the Clause 6 & Clause 7 of the Scope of Work/ Terms and Conditions in the Tender Document.</p> <p>2. Consultancy fee so calculated shall be exclusive of service tax/ professional tax. Separate reimbursement is admissible in this regard subject to production of documentary proof of payment of service tax/ professional tax to the satisfaction of Employer.</p>		

Signature(s) of Bidder(s) :

Seal of Bidder :