

BUREAU OF INDIAN STANDARDS

**Invites EXPRESSION OF INTEREST
FOR EMPANELMENT OF ARCHITECTURAL FIRMS**

For Interior works at Delhi, Chandigarh, Lucknow, Chennai, Kolkata, Mumbai, Bhopal, Bangalore and Guwhati and Landscaping Works at Delhi, Chennai and Bangalore. For details and for downloading the complete EOI document, please visit BIS website at www.bis.org.in

Sc.F & Head (PMW)

Invitation for Expression of Interest (EOI) for Empanelment of Architectural firms

Bureau of Indian Standards (BIS)

9, Bahadur Shah Zafar Marg

New Delhi-110002

web: www.bis.org.in

1. Bureau of Indian Standards (BIS) is a statutory body established under Bureau of Indian Standards Act 1986, having its Head Office at Manak Bhavan, 9, Bahadur Shah Zafar Marg, New Delhi-110002. BIS intends to appoint a panel of architectural firms with a view to facilitate renovation/landscaping works at various BIS offices as follows:
2. The current EOI is for empanelment for all Regions. The BIS offices located in these regions are listed in Appendix-1. Following offices have been tentatively identified for Interior/Landscaping works:

3.

Interior Works	Delhi, Chandigarh, Lucknow, Chennai, Kolkata, Mumbai, Bhopal, Bangalore and Guwhati
Landscaping Works	Delhi, Chennai and Bangalore

4. The applicant firms may indicate the cities in which they may be interested to work.

**Last date time for submission of EOI alongwith EMD of Rs 5000/- is
1500 hrs on 03 March 2014.**

Date of Opening of Bids received 1600 hrs on 03 March 2014

The EOI should be submitted to Sc F and Head, Projects Management & Works Department
at the above address.

Section 1 Terms and Conditions for Appointment of Architects

General

1. Scope of work for empanelled Architectural Firms shall be as under:
 - a) provide architectural concept and architectural design providing consultancy relating to interior furnishing and the other allied works
 - b) to provide subhead-wise/item wise detailed estimates based on schedule of rates (where available) and current market rate analysis for all major items.
 - c) to provide bill of quantities (BOQ) in which materials, parts, and labour (and their costs) are itemized in detail with mention of approved brands and Bill of Materials (BOM), if necessary for additional requirements
 - d) to provide the full set of tender documents including all terms, conditions special conditions and standard clauses
 - e) Assisting in evaluating the bids and award of the contract.
 - f) Ensure quality control of work during execution with regular site supervision
 - g) Measurements and recommendations for the release of payments.
 - h) Reports as and when required with regard to the progress of work.
2. The empanelment shall be for a period of three years. BIS reserves the right to curtail or extend the period of empanelment.

Fee and Payment Related

3. The Architectural firm awarded with the work shall be paid a consolidated fee as per scale of charges prescribed by Council of Architecture which is as under. This shall be inclusive of PMC work, site supervision and local site visits, as required. No additional fee shall be payable over and above the consolidated fixed fee mentioned above and there will be no revision of fee during the contract period. For outstation site visits beyond 100 KM, boarding and lodging expenses of Rs 4000 per day and travel expenses restricted to 2nd AC train fare shall be payable.

Scale of Charges (extract from COA)

Interior Architecture/ Graphic design and signage and Landscape Architecture	As per scope of work	7.5 percent on the estimated or the actual cost of works assigned, whichever is lower The fee would be reduced by 50% for repetitive interior work at same site.
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4. The schedule of payment to the architectural firms shall be as under. In case of works of total value of less than Rs 10 Lacs, after stage 2, balance fee would be payable only on completion of the work.

Schedule of Payment

Stage 1 On submitting final design after incorporating client's suggestions/requirements	30% of the total fees payable.
Stage 2 On Appointment of Contractor and submission of working drawings	50% of the total fees payable less payment already made at Stage 1.
Stage 3 On completion of 40% of the work	60% of the total fees less payment already made at Stages 1 and 2.
Stage 4 On completion of 70% of the work	75% of the total fees payable less payment already made at Stages 1 to 3.
Stage 5 On completion of work and certificate by statutory authorities, wherever required and on issue of as built drawings	100% of the total fees payable less payment already made at Stages 1 to 4.

5. The taxes and deductions shall be as per laws applicable.

Other Conditions

6. Delay in Performance- The empanelled firm must strictly adhere to the schedule whenever any work is assigned/awarded. Any delay by the empanelled firm will enable the BIS to withdraw/reject any assignment.
7. Cancellation of Empanelment- The empanelment of Architectural firms shall be cancelled by BIS in case of their poor performance, abandoning of the allotted work, and abnormal delay in completion of work, bankruptcy or for activities detrimental to the interest of BIS. The decision of BIS in this regard shall be final and binding.

Section 2

A. Eligibility Conditions

1. The applicant firm/its owner/its Director/Partner shall be registered with Council of Architecture.
2. Individual Architects shall not be eligible to apply.
3. The firm must have an experience of 5 years in the field in similar works i.e. Interior works and/or Landscaping.
4. The applicants should have minimum annual turnover of Work carried out of Rs 1 Crore and Rs 50 lacs for category A & L respectively from similar activities in 2012-13..
5. The Architectural Firm must have an office operational in a major city of the region for which the empanelment is being applied.
6. The applicant or its proprietor/Director/Partner should not have been blacklisted or debarred or declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Govt *or other* agency. Also there should not be any contractual restrictions or legal disqualifications or other obligations which prohibit the applicant from entering into this EOI.

B. Categories of Empanelment

1. The Categories under which firms are proposed to be empanelled shall be as under:
 - a) For Interior Works including renovation/furnishing/civil/electrical/air-conditioning /fire safety works on turnkey basis - Category A
 - b) For Landscaping Works - Category LThe applicant should mark the category it intends to apply. Applicants can also apply for both the categories.

C. How to Apply

1. The application shall be made in the format prescribed in Annexure-1 of this document alongwith covering letter given in Annexure-8 and Declaration as given in Annexure-5. If the space provided in the proforma is insufficient for giving full details, separate sheet of paper may be used. While filling up the application form with regard to important projects completed or in hand, the applicant should include the major similar works handled by it.
2. Applicant should submit a copy of Section 1, with each page signed at the bottom as token of acceptance of the terms and conditions of this EOI.
3. The Application form and all related papers shall be signed by proprietor/Director/Partner or any one or more persons on behalf of the firm holding the power of attorney (Annexure-7) to do so. All pages of the application shall be signed.
4. The applicant shall ensure to give complete information in the application form and no item should be left blank.

5. The EMD of Rs 5000/- should be paid by way of Pay Order / Demand Draft favouring "Bureau of Indian Standards", payable at **New Delhi**.
6. Application form for empanelment shall be submitted in sealed envelope superscribing 'Application for Empanelment as Architectural Firm'.
7. The application complete in all respects with supporting documents as per check list (Annexure-6) and EMD should reach BIS before the last date and time prescribed. The applicant should ensure that the application is delivered at the given address within prescribed date and time as mentioned in the notice. The applications received after the stipulated time or the due date or incomplete in any respect are liable to be rejected.
8. Where copies are required to be furnished, these should be certified copies.
9. All questions/clarifications should be communicated only on email pmwd@bis.org.in before 26 Feb 2014. However, non-answering a query would not have any bearing on the last date and time for submission of EOI.
10. BIS reserves the right to modify any of the terms of EOI at any time at its sole discretion and the same will be uploaded on the website www.bis.org.in before 26 Feb 2014. The applicants may therefore remain updated about the same and BIS will not be responsible for such information not being downloaded or noted and taken into account by the bidder.

D. Evaluation Criteria

1. The firms will be selected on the basis of their competence and past works evaluated by a technical committee constituted by BIS .
2. The ability and competence of the applicant to render required services within the specified time frame will be a major factor while deciding the empanelment of Architectural Firms.
3. The applicants may be required to give a presentation before a BIS Committee demonstrating their experience and past works.
4. The evaluation criteria shall be as under:
 - a) Compliance to eligibility conditions and statutory information required as per application form -- pre qualification
 - b) Status/Type/Size of the firm, age of operation and availability of organizational infrastructure in terms of qualified and experienced manpower /office/equipment infrastructure--- 40% (Annexure-2&2A and Item 1 &2 of the application)
 - c) Extent of experience and testimony in similar works - 50% (Annexure-3&4)
 - d) Current empanelment with other Govt deptts/PSUs/Banks etc – 5% (Item 6 of Application)
 - e) Awards received or important publications – 5%
5. Three firms shall be shortlisted for for each region with northern and central regions being taken as one region. The shortlisted firms shall be required to provide the design concept with cost estimate of a typical Branch Office of BIS and a wing/floor of BIS HQ. The design so submitted will be evaluated by BIS for deciding the final empanelment.
6. The applications submitted may be evaluated by any person or team of experts at the discretion of BIS. The applicants may be asked to further explain or clarify areas of their proposals in writing or during presentation during the evaluation process.

E. Others

1. Information furnished to BIS will be kept as strictly confidential.
2. BIS reserves the right to accept or reject any or all bids for empanelment for any reason at any time. Decision of BIS regarding selection / rejection for empanelment will be final and binding and no further correspondence will be entertained. Architectural firms empanelled will be informed by post/e-mail.
3. Information and details furnished by empanelled firm, if found to be false at any time in future or any information withheld, come to the notice of BIS on later date, the empanelment will be cancelled immediately.
4. The submission and receipt of Applications does not obligate BIS in any way. BIS shall not be liable for any costs incurred by the bidders in the preparation, submission, presentation or any other aspect of the EOI.
5. The applicant firm shall authorise BIS to approach its clients and Bankers to verify its general reputation and competence.

APPLICATION FORM FOR EMPANELMENT OF ARCHITECTURAL FIRMS

S.No	Item	
1	Name of the Applicant firm	
1 a)	Address (Head Office) Telephone No.: Office : Mobile : Fax : E-Mail :	
1 b)	Address (Other Offices) Telephone No.: Office : Mobile : Fax : E-Mail :	
1 c)	Authorised Contact person (Name): Designation : Tel : Mob : E-Mail :	
1 d)	Organization chart of key personnel with names and qualifications	Pl furnish the information in Annexure 2
2 a)	Whether proprietary/partnership/ Pvt. Ltd. / Public Ltd. (certificate of registration / partnership deed to be enclosed).	
2 b)	Name of the Proprietor, Partners, Directors with their qualification:	Pl furnish the information in Annexure 2
2 c)	Place and Year of establishment	
3	Registration with Tax Authorities: ii) Income-tax (PAN/TAN) No.:	

	ii) Service tax no: (copies of certificates of registration with relevant authorities to be enclosed)		
4	Names of the Bankers with address & telephone Numbers: I) II)		
5	Details of registration with Council of Architecture and/or with other Professional Institutes, please mention the number. (copies of certificates to be enclosed)		
6	Details of Registration/empanelment with Govt. / PSUs / Banks (Documentary evidence to be enclosed)	Name of Organization	Month & Year since empanelled
7	Give details of pending litigation, if any		
8	Specify maximum value of single value project of similar nature (Office interiors/landscaping) executed during the last three years. (PI attach supporting document)		
9	Availability of organizational infrastructure in terms of qualified and experienced manpower (permanent employees)/office/equipment infrastructure	Pl furnish info in Annexure 2A	
10	Name & relation, if any, with any staff member working in BIS.		
11	Details of work of similar nature (Office interiors/landscaping) executed during the last 3 years	Pl furnish the information in Annexure 3. The Applicant should also submit the Design philosophy and Approach particularly with reference to Green initiative.	

12	Details of work on hand (photo copies of performance certificate, work orders issued by clients, preferably Banks, Govt., Semi-Govt. Bodies should be enclosed).	Pl furnish the information in Annexure 4
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13. Turnover in last 3 years:

Sr. No.	Year	Turnover/ Fee earned (Rs.in lacs)	Income-tax paid	Service Tax paid
1	2010-11			
2	2011-12			
3	2012-13			

(Copies of income-tax returns / assessment orders for each year to be enclosed)

14. Categories applied for (Pl ✓)

Category A	
Category L	

15. Indication of cities where applicant is willing to work

City Name corresponding to BIS offices(Appendix-1) where applicant is willing to work	Whether local office and resources available Yes/No	Category for which willing to work A or L or Both

16. Details of EMD paid : DD/Pay Order No. Dated.....For Rs.....

17. Declaration as per Annexure- 5 Attached/ Not Attached

Place :

SIGNATURE

Date :

NAME & DESIGNATION

SEAL OF ORGANISATION

Enclosures: (Pl see Checklist in Annexure-6)

Annexure-2

Details of Proprietor/Directors/ Partners and Key Employees

Name & Designation	Qualifications	Experience	Particulars of work done	Employed in your firm since	Value of work done

Annexure-2A**Details of Organizational Infrastructure in terms of manpower/office/equipment infrastructure (Item 9)**

Item	Details	
Total number of Permanent Employees		
No of qualified Architects employed with the Applicant		Pl attach list with qualification, experience, office location and period of stay with the applicant firm
Office Infrastructure		
Office Equipments		

Annexure-3

Details of work of similar nature (Office interiors/landscaping) executed during the last 3 years (Item 11)

S.No	Name of work	Work executed for (Name of Client with contact details)	Scope of Services	Value in Rs.	Duration of work		If work left incomplete or terminated (give reasons)	Details of litigation, if any
					Date of commencing	Date of completion		

Note: Copies of work orders / appointment letters along with copies of relevant TDS certificate, satisfactory completion certificate obtained from the client to be enclosed. Please note without the copies of certificates, your application is liable to be rejected.

Annexure-4

Details of work on hand (photo copies of performance certificate, work orders issued by clients, preferably Banks, Govt., Semi-Govt. Bodies should be enclosed) (Item 12)

S.No	Name of work	Work being executed for (name of client with contact details)	Scope of Services	Location	Value Rs.	Duration of work, Date of start/ completion	Present stage of work and % completed

(On Applicant's Letterhead)

Annexure-5

DECLARATION

1. I / We have read and fully understood the EOI document and I / We understand that if any false information is detected at a later date, any future contract made between ourselves and Bureau of Indian Standards, on the basis of the information given by me / us can be treated as invalid and I / We will be solely responsible for the consequences.
2. I / We agree that the decision of Bureau of Indian Standards in empanelment of architectural firms will be final and binding to me / us.
3. All the information furnished by me/us hereunder is correct to the best of my knowledge and belief.
4. I / We agree that I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets.
5. I / We agree that I / We have not applied in the name of sister concern for the subject empanelment process.
6. I/ We confirm that we or our proprietor/Director/Partner have not been blacklisted or debarred or declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Govt *or other* agency. Also there are no contractual restrictions or legal disqualifications or other obligations which prohibit the applicant from entering into this EOI.

Place : SIGNATURE

Date : NAME & DESIGNATION

SEAL OF ORGANISATION

Check List of Documents to be Attached

1. Letter of Transmittal and Application as per Annexure-8 and Annexure-1
2. Pay Order/DD for Rs 5000/-
3. Copy of Certificate of registration / partnership deed / Memorandum and Article of Association
4. Copy of Income-tax PAN/TAN no. Certificate
5. Copy of Service tax registration certificate
6. Copy of registration with Council of Architecture and other professional institutions
7. Copy of documents relating to registration/empanelment with other Govt depts/agencies/ PSUs/Banks etc
8. Power of Attorney where signatory is other than Prop./Director/Partner
9. Supporting document for max. value of single work in last three years
10. Copy of documents in support of work executed during last three years
11. Copy of documents in support of work in hand
12. Copies of Balance sheets and P&L account
13. Copies of IT returns/ assessment orders
14. Declaration as in ANNEXURE-5
15. A copy each of Section 1, with each page signed at the bottom as token of acceptance of the terms and conditions of this EOI
16. Additional documents, if any (pl Specify)

Notarized Power of Attorney**INSTRUCTIONS:**

The Power of Attorney is to be executed on a non-judicial stamp paper of Rs.100/-. Each page of the Power of Attorney is to be signed and wherever the blanks are filled in, initialed by the Principal (applicant executing the POA). The POA should be signed by the Attorney on the last page. It is mandatory that the Power of Attorney should be notarized by a Notary Public. Wherever required, the Applicant should submit for verification the extract of the documents such as a Board resolution/ Power of Attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.

FORMAT:

Sno	Specifications	Details
1	Nature of the Document	Power of Attorney
2	Date of Execution	
3	Place of execution	
4	Name of the Principal	
5	Address	
6	Name of the Attorney	
7	Age	
8	Father/Husband Name	
9	Address	

PURPOSE AND SCOPE OF THE AUTHORITY;

KNOW ALL MEN BY THESE PRESENTS THAT “the Principal” DO HEREBY NOMINATE, APPOINT AND CONSTITUTE “the Attorney” who is presently employed with the Principal and holding the position of,and who has subscribed his/her signature hereunder in token of identification to be my lawful Attorney in my name and on my behalf to do any one or all of the following acts, deeds, matters, and things in connection with or incidental to submission of our bid for BIS, namely:

- i) To apply with proposals or revisions thereof for purpose of responding to the invitation for EOI relating to the Architectural Services by BIS.
- ii) To file necessary applications, indemnities, declarations, documents and papers, participate in Applicants' and other conferences or give any statement, letter, clarification or any other writing required or necessary for as per procedure.
- iii) To accept terms and conditions relating to the facilities and sign such writings /letters / papers /documents in token of my acceptance of the terms and conditions therein contained
- iv) To generally deal with BIS in all matters in connection with or arising out of our bid for the said EOI/Assignment and/or upon award thereof, to us and/or till receipt of work order from BIS.
- v) To act and perform in said fiduciary capacity consistent with the Principal's best interests including such incidental acts as are reasonably required to carry out and perform the specific authorities granted herein by this POA which becomes effective upon execution.

AND it is agreed that all lawful acts, deeds, matters, and things done by the Attorney pursuant to the powers hereinbefore mentioned is ratified by the Principal.

In Witness Whereof, I _____ holding the position of
..... in M/s..... have hereunto set and
subscribed my hands at _____ on _____.

Signature of the Principal

Before the Witnesses:

- 1.
- 2.

I ACCEPT

Specimen signature of _____, the Attorney
of _____.

Letter of Transmittal/ Covering Letter (On firm's letterhead)

Sc F & Head, Project Management & Works Deptt
Bureau of Indian Standards,
9, B S Z Marg,
New Delhi – 110 002

Sub: Empanelment of Architectural Firms (2013-2014)

Sir,

Having examined the details given in Notice for Empanelment of Architectural firms and Expression of Interest document, we hereby submit our application and relevant documents.

1. We hereby certify that all the statements made and information supplied in the enclosed application and accompanying statements are true and correct.
2. We have furnished all information and details necessary for Empanelment and have no further pertinent information to supply.
3. We authorize BIS or their representatives to approach individuals, employers, firms, our Bankers and corporations to verify our submittals, competency and general reputation.
4. We hereby confirm that we have read and understood all the stipulations given in this EOI documents and accept the same without any condition. We further confirm that the decision of BIS with regard to our Empanelment shall be final and binding on us.
5. The information/ documents/ Experience certificates submitted by us along with this application for 'EMPANELMENT OF ARCHITECTURAL FIRMS' to BIS are genuine and true and nothing has been concealed.
6. We shall have no objection in case BIS verifies them from issuing authorities. We shall also have no objection in providing the original copy of the document(s), in case BIS demands so for verification.
7. The validity of this EOI is confirmed for 90 days from the date of opening of bids.
8. We hereby confirm that in case, any document, information &/or certificate submitted by us is found to be incorrect/false/fabricated, BIS at its discretion may disqualify / reject my application for empanelment out rightly and also debar us from participating in any future tenders/ PQ/EOI.

Enclosures:

Place :

SIGNATURE

Date :

NAME & DESIGNATION

SEAL OF ORGANISATION

Region-wise list of BIS offices in India

i) Central and Northern Region

1. Delhi HQ
2. Jaipur Branch Office
3. Bhopal Branch Office
4. Faridabad Branch Office
5. Sahibabad – Central Laboratory
6. Mohali – Northern Regional Laboratory
7. Chandigarh – Northern Regional Office – Own building under construction
8. Jammu Branch Office – own building under construction
9. Kanpur Branch Office
10. Lucknow Branch Office
11. Dehradun Branch Office
12. Ghaziabad Branch Office
13. Parwanoo Branch Office

ii) Southern Region

1. Chennai – Southern Regional Office
2. Chennai Southern Regional Laboratory
3. Bangalore Branch Office
4. Bangalore Laboratory
5. Hyderabad Branch Office – own building under construction
6. Coimbatore Branch Office
7. Kochi Branch Office
8. Vishakhapatnam Branch Office

ii) Western Region

1. Mumbai – Western Regional Office
2. Mumbai – Western Regional Laboratory
3. Rajkot Branch Office – own building under construction
4. Pune Branch Office
5. Nagpur Branch Office
6. Ahmedabad Branch Office

ii) Eastern Region

1. Kolkata – Eastern Regional Office
2. Kolkata – Eastern Regional Laboratory
3. Guwahati Branch Office
4. Patna Branch Office
5. Durgapur – Sub Branch Office
6. Jamshedpur – Sub Branch Office
7. Raipur – Sub Branch Office
8. Bhubaneshwar – Branch Office