



**Expression of Interest
For Execution of Interior works at Guest House,
Institute of Physics**

1. Name of Project	Interior works at Guest House, Institute of Physics, Bhubaneswar.
2. Issue of Document	06.12.2016 to 25.12.2016
3. Last date for Submission of Document	26.12.2016 at 3.30 PM

Expression of Interest.

Director, Institute of Physics, Bhubaneswar intends to engage an expert architectural agency for the interior designing/planning, finishing and furnishing for effective and judicious use of space of Guest house in IoP Campus. The Guest House is one of the components of Institute of Physics an area of 56 acre in Chandrasekharapur, Bhubaneswar. The Guest House is a 2 storey structure with having a total covered area of 12,500 sft.

1. Scope of work:-

(A) Complete Planning and preparation of conceptual design and drawings with respect to interior designing/planning, finishing and furnishing work with following items as per requirement of the Institute of Physics.

- (i) Internal arrangement with details of all the floors as per requirement of user department etc.
- (ii) HVAC, firefighting, fire intelligent detection system with P.A system of various areas etc.
- (iii) False ceiling etc.
- (iv) Internal public Health services and electrical installation work etc.
- (v) Signage system.
- (xiv) Any other provision/requirement as per the National Building Code (Latest addition).

The architect/interior designer/consortium shall specifically be required to provide the complete planning/detailing for the following areas as per the details given below: -

(A)

Location	Tentative use of space.	Covered area
Ground floor(Room No. 101,102,103,104,105,106, 107,108), TV Room, Dining, Washing Area, Kitchen, Newspaper reading place	As living room(101 to 108),Reception counter	3850 Sft.
First floor	Dining, New Suit, VIP Suit,Room-203,204,205,206	2850 Sft.

(B)

Location	Tentative use of space.	Covered area
Existing Main Entrance of Institute of Physics, Bhubaneswar	As modified entrance Canopy with provision of Boomer,Security shed and other amenities for security personnel with provision for CCD surveillance system.	Approximately 6500 sft.

- (B) Preparation of the detailed estimate of quantities with cost based on prevailing market rates/DSR as applicable.
- (C) Preparation of DNIT with detailed specifications of materials for inviting tender for execution of the work of interior designing planning and furnishing etc. as per scope of work.
- (D) To provide assistance for the purpose of tendering process and award of work to the eligible firm.

(2) Schedule of Services

Sr. No.	Description of Item	Time Schedule
1.	To plan and prepare conceptual design and drawings as per requirement of Institute of Physics for the said building after obtaining the consent of the Technical committee of the Institute for this purpose time to time if any changes required in the planning what so ever be entertained. Stage-I	Within 10 days of allotment of work.
2.	To prepare working Architectural Drawing, design and specifications of various items of work as per scope of work and getting the approval of the committee , Institute of Physics and to supply at least 5 sets of drawing on convenient scale. Stage-II	Within 15 days of allotment of work.
3.	To prepare schedule of quantities and detailed estimate of various items of work as per scope of work based upon approved specification and drawings at prevailing market rate with complete Justification of item rate and total cost of the project after obtaining the approval the competent authority. Stage-III	Within 10 days of allotment of work.
4.	To prepare complete DNIT with schedule of quantities, terms of reference and conditions if any. (Technical Bid documents) Stage-IV	Within 10 days of allotment of work.
5.	To assist the department for purpose of tendering process and award of work to the eligible firm. Stage-V	Within 15 days of allotment of work.
6.	To visit the site of work once in every 7 days to inspect and evaluate the progress of work and insure that the work at site proceeds in accordance with contract documents/drawings and to exercise time and quality control, and to give suggestion regarding work during execution, and to prepare revised Drawing if required, any during the work execution. Stage-VI	As per the % age of time allotted for the completion of work.
7.	On submitting completion report and issuance of as built drawings 5 nos. sets + CD's and handing over the building to the client Department. Stage-VII	Within 30 days of completion of work.

(3) Schedule of Payment:-

Sr. No.	Description of Item	Payment Schedule
1.	For Stage-I to Stage-II as per detail above	On completion of 10% of agreement amount i.e. % age of total estimated cost of the project allotted.
2.	Stage-III as per detail above	On completion of 20% of agreement amount i.e. % age of total estimated cost of the project allotted less payment already made at Stage-I to II.
3.	Stage-IV as per detail above	On completion of 30% of agreement amount i.e. % age of total estimated cost of the project allotted less payment already made at Stage-I to III.
4.	Stage-V as per detail above	On completion of 40% age of agreement amount i.e. % age of total estimated cost of the project allotted less payment already made at Stage-I to III.
5.	Stage-VI as per detail above	On completion of 80% of agreement amount i.e. % age of total estimated cost of the project allotted less payment already made at Stage-I to V with the following breakup. 10% on completion of 20% of work 10% on completion of 40% of work 10% on completion of 60% of work 10% on completion of 80% of work 10% on completion of 100% of work
6.	Stage-VI as per detail above	On completion of 90% of agreement amount i.e. % age of the total estimated cost of the project allotted less payment already made at Stage-I to V.
7.	Stage-VII as per detail above	Balance 10% shall be paid after completion of Stage-VII in all respect.

(4) TERMS AND CONDITIONS:-

- (i) The work shall be carried out strictly as per CPWD Specifications and CPWD manual of orders, 2012.
- (ii) All the stages of consultancy shall be completed by the Architect/Consultant according to the time schedule specified above and shall be strictly adhered to. The work throughout contract period shall be carried out with diligence as time being the essence of the contract. In the event of failure on the part of Architect to provide services for any stage within the time schedule, the Engineer-in-charge may levy liquidity damages @ 0.5 % per week for delay in completion of work subject to maximum 10% of the agreement amount. Further for breach of terms and conditions of the agreement, Engineer-in-charge may rescind the contract agreement of the consultant by giving 15 days' notice. The Engineer-in-charge may get the balance work done at the risk and cost of the architect/consultant.
- (iii) No price escalation on any account will be payable.
- (iv) The bidder shall carefully study the scope of work to be carried out and site situation etc. The Engineering Department will not pay any extra or rate difference for any reason in case the Consultant claims after acceptance of contract to have misjudged the work.
- (v) The bidders shall note that no deviations from the general terms & conditions of the contract or commercial Conditions with this bid are acceptable & it will be presumed that the bidder agrees entirely with it.

- (vi) Submissions of tender by the firm/agency/Consultant imply that he has read the instructions and conditions herein contained and has made him aware of the scopes and specifications of the work to be done at site.
- (vii) Request for reschedule of mile stone and extension of time to be eligible for consideration shall be made by the Architect/Consultant in writing within ten days of the event causing delay on the prescribed form to the Engineer-In charge. The Architect/Consultant may also, if practicable, indicate in such a request for which extension is desired. In such case, the authority may give a fare and reasonable extension of time and reschedule the mile stone for completion of work. Such extension shall be communicated to the Architect/consultant by the authority in writing within ten days of the date of receipt of such request. Non application by the consultant for extension of time shall be not be a bar for giving a fare and reasonable extension by the authority and this shall be binding on the consultant/architect.
- (viii) In the event of any dispute, difference or question arising concerning this Consultancy, the matter shall be referred to the Director, Institute of Physics, Bhubaneswar for arbitration, whose decision shall be final and binding upon the parties.
- (ix) Director, IoP may at his own liberty postpone/abandon or execute part of the scheme and in such eventuality the Architect/consultant shall not be entitled for any compensation for non-execution except the fee which is payable to the Architect upto that stage of services then in progress.
- (x) The Architect shall be required to attend the office of Director, IoP, Bhubaneswar as and when desired along with complete plan/design and specifications or any other material required for the project. The Engineer-in-charge has to be satisfied from the angle of effectiveness and technical soundness.
- (xi) Any tax or levy tax such as services tax, VAT, labour-cess etc. if imposed by the Government of India, State Government or local authorities for consultancy services would be borne by the consultant which may either be deducted at source by the Government or deposited by the Architect/Consultant at his own level with the concerned authority meaning by that nothing extra shall be paid to the consultant over and above the agreed fees/amount.
- (xii) 5% security will be deducted from the running payments/bills to be submitted by the consultant/Architect and shall be realized after completion of the project to the entire satisfaction of the Engineer-in-charge.
- (xiii) During the execution of work at least one representative of the consortium qualified Engineer deputed for supervision of work till the completion of work.
- (iv) The firm/agency/consultant has to work inclose coordination with the client department i.e. Institute of Physics, any changes/suggestion at any time/stage required during the execution of work will be entertained/incorporated accordingly which shall be consider as part of the job.

5. Pre-qualification Criteria:-

Response is solicited from individual applicant/consortia (Consortium of not exceeding 3 members and one member must be a Practicing Architect and registered with Council of Architect) having experience of minimum 5 years fulfilling the following type of experience ending last day of month November, 2016.

- (i) The agency/company/consortium shall be financially sound and should have experience of having successfully completed the similar works.
- (ii) Three similar works each of value not less than Rs.4.00 lacs or two similar works each of value not less than Rs.6.00 lacs or one similar works of value not less than Rs.8.00 lacs.
- (iii) Similar work shall mean work of consultancy for interior designing/planning of at least one.
- (iv) The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum calculated from the date of completion to last date of receipt of tender.
- (v) The agency/company/consortium should have average financial turn-over of Rs.30 lacs during the last 3 Financial Years ending 31st March, 2016.
- (vi) The bidder should furnish the certificate that I/we hereby declare that I/we have not been Black listed, debarred/suspended by any Govt./semi Govt./corporation/Pvt. Organizations during the last seven years.

And Further that

"I/We undertake and confirm that eligible similar work(s) has/have not been executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of Department then I/we shall be debarred for tendering in Institute of Physics in future forever. Also, if such a violation comes to the notice of Department before date of start of work, the Engineer-in-Charge shall be free to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee."

6. The agency/company/consortium should visit the site of work before submitting their technical bid.

7. Short-listing of Agencies:-

The agencies/firms fulfilling the above eligibility criteria will have to make **power point presentation** of the proposals before the Committee constituted by the Competent Authority for the purpose and based on the recommendations of the Committee. Only the financial bid of the short listed agencies will be opened.

8. Expression of interest along with the required documents shall be uploaded from IoP website on www.iopb.res.in and the requisite documents in hard copy should reach in the office of the undersigned on or before 26.12.2016 upto 3.00 P.M

Envelope "A" Earnest Money-containing following documents:-

- (i) Earnest money for Rs. 40,000/- in shape of Demand Draft of any scheduled Bank payable at Bhubaneswar in favor of the Director, Institute of Physics.

Envelope "B" Technical Bid-containing following documents:-

- (i) Brief note regarding the profile of the Architectural/consultancy firm.
- (ii) Detailed solution as per scope of the work with power point presentation.
- (iii) Detailed specifications of the materials suggested in their solution.

- (iv) List of similar works for which consultancy has been provided during last seven years with their total cost along with performance certificate issued by the concerned department/organization.
- (v) List of consultancy works in hand along with total cost of work.
- (vi) List of key personnel along with their qualification and experience.
- (vii) Self-attested affidavit that the consulting/architectural agency/firms has never been black listed/debarred by any Govt. /Semi Govt./Board/Corporation/Private Organization.

Envelope "C" Financial Bid-containing following documents:-

- (i) The Financial Bid in the form of lump sum amount for the complete job as per expression of interest shall be quoted by the agency.
9. The Envelop "B" of those firms/agencies shall be opened whose earnest money is found in order. The Envelope-"B" containing Technical Bid shall be opened on 26.12.2016 at 4.00 P.M in the presence of representative of the agencies who may likely to be present and Envelope-"C" shall be opened only of those firms/consultants who will be found technically qualified for the work. The date of the opening of Envelope-C shall be intimated in due course after the short listing process is completed and the presentation of the concept is approved by the competent authority.
 10. The Department reserves the right to increase the scope of work, modify or scrap the work allotted and right to reject any or all the applications without assigning any reason at any stage of the process.
 11. Agreement shall be drawn with the successful bidder on prescribed CPWD Form No.8 as per "General conditions of the contract of CPWD works-2012" with latest amendment (which is available as a Govt. of India Publication). The Tender notice and other documents etc. shall form part of the agreement
 12. Bidders are advised to inspect and examine the site. The accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender/bid. A tenderer/bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. The tender/bidder shall be responsible for arranging and maintaining at his own cost all materials, tools and plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a tender/bid by a tenderer/bidder implies that he has read this notice and all other documents and has made himself aware of the scope and specifications of the work to be done, the local condition and other factors having a bearing on the execution of the work.
 14. The tender for the works shall remain open for acceptance for a period of **NINETY (90) DAYS** from the date of opening of tender/ ninety (90) days from the date of opening of financial bid (strike out as the case may be). If any tenderer withdraws his tender before the said period or issue of letter of acceptance, whichever is earlier or makes any modifications in the terms and conditions of the tender which are not acceptable to **the department, then the Competent authority shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the said Earnest Money as aforesaid Further the tenderer shall not be allowed to participate in the re-tendering process of the work.**

In the event the agency/firm whose tender is accepted and the award letter issued, fails to commence the work "along with change in scope, if

any" in the prescribed time or abandons work before its completion, **The Government shall without prejudice to any other right or remedy be at liberty to forfeit the whole of the Earnest Money and shall be absolutely at the disposal of the Bhubaneswar Administration.**

- 15.** This Notice Inviting Tender/EOI shall form a part of the contract document. The successful agency/firm, on acceptance of his tender by the accepting authority, shall, within 15 days from the stipulated date of start of the work have to sign the different components/part of the contract consisting of the notice inviting tender, all the documents including additional conditions, specifications and drawings, if any, forming the part of tender/EOI as issued at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto.

Registrar,
Institute of Physics,
Bhubaneswar.