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NOTICE INVITING QUOTATION

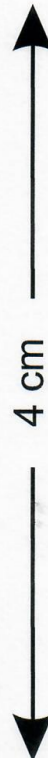


APPAREL EXPORT PROMOTION COUNCIL

(Spd. by Ministry of Textiles, Govt. of India)

E-quotation are invited from **Reputed Architectural Firms** having experiences for providing consultancy services in construction of Office Buildings at Survey No. 64, Madhapur, Serilingampally, Hyderabad, Telangana.

For downloading the NIQ document, kindly visit our website www.aepcindia.com for more information kindly contact at 8826777894, 8527948128



4 cm



4 cm



Apparel Export Promotion Council,

(Sponsored By: Ministry of Textiles, Govt. of India)

Apparel House, Institutional Area, Sector-44,

Gurgaon-122003 (India)

NOTICE INVITING E-QUOTATIONS FOR

PROVIDING ARCHITECTURAL SERVICES

AT

PLOT NO. 118 / 119,

SURVEY NO. 64, MADHAPUR,

SERILINGAMPALLY, HYDERABAD, TELANGANA

Date of Advertising of NIQ	19.01.2021
for site inspection please contact to Sh. Srikant, Sr. Engineer at 8527948128	Any working day during 10am to 5pm
Last Date for submission of e-quotation at tender@aepecindia.com	10.02.2021
Date of opening of e-quotation	11.02.2021

Dated: 19.01.2021



Dated: 19th January, 2021

NOTICE INVITING E- QUOTATIONS

Subject: E-Quotations are invited from Architectural firms for providing the Architectural Consultancy Services for Demolition of Existing Building and Construction of New Office Building (G+2) at Plot No. 118 / 119, Survey No. 64, Madhapur, Serilingampally, Hyderabad, Telangana

1. **Background:**

Apparel Export Promotion Council (AEPC), Spd. By Ministry of Textiles, Govt. of India, having 3.5 acres land at Plot No. 118 / 119, Survey No. 64, Madhapur, Serilingampally, Hyderabad, Telangana. There are three Single Storey Blocks (Two new and One old) of apprx. 10,000 sq. ft. each already constructed. Now, it is proposed to demolish the Old Single Building and to construct a new Office Building (G+2) along with External Development of the Plot.

2. **Request for Proposal:**

Apparel Export Promotion Council hereby invites e- quotations from reputed Architectural firms with proven experience in providing Architectural Consultation Services in Demolition and construction of Office Building and landscaping, preparation of layout plan, sanctioned drawings, BOQ, Tender Document and other related works as detailed in the scope of work. Preference will be given to Hyderabad Based Architectural Firms.

The e-quotation in the prescribed format as per Annexure-I should reach the Council through e.mail with all the necessary attachment by 10th February, 2021 on tender@aepecindia.com .

Quotations submitted in any other format shall be summarily rejected.

The bidder may visit the site and acquaint himself / herself full of the site requirement, they may contact to **Mr. Srikant, Sr. Engineer over phone no. 8527948128 /e.mail at sr.engineer@aepecindia.com** to clarify their queries if any. Thus bidder shall be deemed to have full awareness about the site, requirements and quoted accordingly. No claims whatsoever will be entertained on the plea of ignorance of difficulties involved in execution of work.

The project cost is estimated to be around Rs. 8.00 Crores and bidders are advised to quote on a lump sum basis rather than as percentage of the project cost.



3. Conditions of Eligibility of firm:

Architect firm should be well versed with general and specific guidance of GHMC/HMDA and Minimum 5 years experience in similar nature of work and meeting the following eligibility criteria may submit their proposal.

a. Technical Criteria

- Having experience as Architectural Consultant for Designing of Institutional / Office Building in a single / separate Work Order and having satisfactorily completed the same in the last **FIVE** years (ending previous day of the last date of submission of bids for RFP any of the following similar nature of work(s) as a sole consultant or as a member of a consortium.
- Preference shall be given to the Hyderabad based Architectural firms operating in the vicinity of Hi-Tech City / Madhapur.
- The completion certificate(s) of the work(s) issued by the Client shall be submitted along with RFP documents by the bidder. A Certificate issued by the Client may be acceptable provided it has all the requisite data.
- Bidders shall enclose copies of letters of Award for the works duly certified clearly mentioning the scope of work handled by the bidder. These shall be duly authenticated.
- The Certifying authority of the Client Organization for these qualifying works shall not be below the rank of Executive Engineer for Government works and for Private Works a person holding Power of Attorney/Authorized signatory duly authorized to do so.
- The bidder must have past experience of executing similar nature of work as a single firm or as a member of consortium. In case past experience of the bidder is as a member of a Consortium, the bidder should have been involved in that consortium as the Architect in at least one of the project.
- An Architect of the Architectural Consultant shall be registered with Council of Architecture or shall be a person authorized under Section 37.1 (b) of the Architects Act, 1972.
- The bidder should be able to take up complete works of Comprehensive architectural consultancy. The bidder to submit a flow chart of the project team to execute the project.



- The firm shall be evaluated on the basis of their Technical and support team. A detailed list of their Technical and support staff with professional qualifications shall be submitted alongwith the Technical bid Document.

b. Financial Criteria

- i. The bidder should not have incurred any loss (profit after tax should be positive) in more than two years during the available last five consecutive financial years ending 31st March, 2020. In case of a consortium, each member of the consortium should not have incurred any loss in more than two years during the available last five consecutive financial years ending 31st March, 2020. The copies of Balance Sheets duly certified and audited by the Chartered Accountant shall be attached.
- ii. The annual financial turnover for the last 3 consecutive years, ending 31st March, 2020, should be not less than Rs. 50 lakhs per year. Copy of audited Balance sheet and profit and loss account to be enclosed along with Technical Bid.

c. Disqualifications

Even if a Bidder meets the above criteria, AEPC may disqualify the Bidder if:

1. The Bidder has made misleading or false representations in the forms, statements and attachments submitted; **or**
2. The Bidder gets blacklisted or debarred by any Government Agency even after submission of this RFP and while the bids are under evaluation; **or**
3. Submitted more than one Bid for the same work.

4. Work to be executed at site

- a. Demolition of existing building (constructed in apprx. 10,000 sq. ft. area single storey)
- b. Construction of new Office Building (G+2) with plinth strength of G + 4 having land area apprx. 10,000 sq. ft. area
- c. External Development including STP, Green Area, Horticulture, Lighting, parking etc. as per requirement
- d. Any other work as per site condition

5. Job Requirement/ scope of work of Consulting Architect:

1. Site evaluation & analysing the existing building and providing suitable proposal for development of new admin block.



2. Prepare a design brief for AEPC approval
3. Prepare different 3D Models (as required) for the approval of AEPC
4. Workout & Present tentative head wise budget
5. Finalize the brief with the owners in terms of performance expectations from the building and the site
6. Hire all consultants – Structure, Electrical, Public health & Landscape etc. required for the project without any additional financial implications to AEPC
7. Submit a Report on Site Directives for the all stake holders along with site related templates those need to be filled by all involved in the project
8. Present options for the proposed buildings for approval of AEPC
9. Obtaining approval of layout plan and building permit from GHMC
10. Obtaining approval from GHMC for dismantling existing building.
11. Assist in finding suitable contractor for dismantling the building and disposing of the debris as per the prevailing norms.
12. All required preliminary testing including Soil Testing at no cost to AEPC, if required as per site condition.
13. All Liaising work with State Government / GHMC / HMDA regarding obtaining any approval from concerned authority related to the project and anytime-to-time modification in layout plan etc.
14. Providing Architectural Designs, Structural designs, External development designs, preparation of drawings and modifications as per requirement and site condition.
15. Preparation of Tender Document and detailed BOQ for both dismantling of old building and construction of new building along with specifications and cost involved of work including code of practices covering aspects like mode of measurement, method of payments, quality control procedures on materials & works and other conditions of contract based on the existing condition of the site.
16. Advice and recommend to AEPC regarding the individual price rate quoted by the Contractor in the Tender during the finalization of the Contractor.
17. BOQ shall be prepared such that no Extra Item / Deviation in quantity are required during the execution of the Project. However, in case of any Extra Item, the rate analysis, Quantity required and market survey shall be carried out alongwith detailed / proper justification and recommendations to be provided to AEPC for consideration and approval.
18. Advice & assist AEPC on appointment of contractors for both dismantling of old building and construction of new building.
19. Develop a commissioning plan, which at a minimum shall include low energy consuming devices
20. Make Commissioning Focused Reviews and incorporate them in the planning
21. To assist Contractor in obtaining Occupancy Certificate and in release of Affidavits (if any) submitted with GHMC / HMDA
22. Make post-occupancy survey form to verify occupant comfort (lighting levels, temperature, relative humidity, noise levels, etc.,)
23. Review the following documents to check and provided suggestions for enhancing performance
 - a. Key reports from the State Government / GHMC / HMDA
 - b. Test reports with specific comments from the Commissioning Authority
 - c. Key monitoring aspects to sustain performance
24. Prepare and issue working drawings (pdf & AutoCAD) to the Contractor and details for proper execution of works. In order to complete in an efficient and



time bound manner, repeated revisions of working drawing is highly discouraged. AEPC reserves the right to impose penalty for issuing improper / incomplete drawings to the Contractor.

25. All the queries of the Contractor/AEPC/Project Supervisor/Project Manager shall be attended immediately and to be replied within 24 Hrs.
26. Approve samples of various elements and components under intimation to AEPC
27. Check and approve shop drawings submitted by the contractors/vendors if any
28. Periodical inspections at the cost of Architect to evaluate the work along with submission of progress report in order to ensure that the work at site proceeds in accordance with the contract documents/drawings and to exercise time and quality controls
29. To offer interpretation of the drawings/specifications, attend conferences and meetings to ensure that the project proceeds generally in accordance with the conditions of contract and keep the AEPC informed and render advice on actions, if required
30. Taking approvals from AEPC on any non-schedule work required while executing the work at site
31. Providing guidance to AEPC in all respects related to the execution of the project
32. Verifying all RA/final Bills of contractors with recommendations and justifications for the payment to be release to the Contractor in a time bound manner.
33. Appoint a project supervisor- Civil Engineer (at no additional financial cost to AEPC) to visit the site on daily basis for coordination with contractors and AEPC on all works at site and to submit Weekly Progress Report to AEPC in the prescribed format.
34. To conduct stage wise site visit during the execution of the project and to monitor the progress and quality of construction. The stages shall be pre-defined. In addition, visits to the site may be required as per AEPC.
35. To submit a Fortnightly Project Progress Report to AEPC regarding work executed at site, pending work, estimated time and any hindrance at site with best possible solutions.
36. To obtain final certification from State Government / GHMC / HMDA and to submit the same to AEPC
37. Submission of 2 sets of As-built drawings –hard copy in A0 and A4 format and soft copy in pdf and AutoCAD format while completing the work and issuance of virtual completion certificate

6. AEPC Role and Responsibilities :

- a. To provide general requirements of the project.
- b. To provide a site plan, to a suitable scale, showing boundaries, existing structures, existing service and utility lines and such lines to which the proposed service can be connected.
- c. To pay all the statutory fees, levies, security deposits and expenses in respect of statutory sanction.



7. Duration:

The total duration for preparation of the project report and tender documents including the specifications, BOQ, requisite drawings shall be 20 (Twenty) days from the date of work order issued to the Architect, excluding the time taken by the Authority in providing the requisite documents or in conveying its approval/comments. The construction / execution of work expected to be completed within a maximum of 12 months after appointment of Contractor.

8. EARNEST MONEY DEPOSIT

- (a) The Earnest Money of Rs. 1,00,000/- (Rupees One Lakh only) to be transfer electronically through RTGS/NEFT as per Bank details given below:

Bank : Indian Overseas Bank, Sec-44, Gurgaon,
Haryana

IFS Code : IOBA0001804

Account No : 180401000020000

Account Holder Name : Apparel Export Promotion Council

- (b) The Bidder may also submit, Earnest Money of Rs. 1,00,000/- (Rupees One Lakh only) in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee. However, the same must reach to the AEPC office Gurgaon on or before 10th Feb, 2021.
- (c) Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) are exempted from EMD upon submission of Registration Certificate from MSME Department.
- (d) It may be noted that any Quotation not accompanied by Earnest Money or valid MSME Registration Certificate is liable to be rejected at the discretion of AEPC.
- (e) The EMDs of the unsuccessful bidders will be refunded by way of RTGS/NEFT without any interest after acceptance of the work order by the successful bidder.
- (f) The EMD of the successful bidders shall be returned upon receipt of Performance Security Deposit @ 5% of the Contract Value. The performance security deposit shall be retained for a period of One year after completion of the project and no interest shall be paid for the said period.

9. Procedure for submission of e-quotations:



E- quotations in the prescribed format as per **Annexure-I** from respective Architectural firms mentioning therewith the total fee / charges including all taxes as applicable for providing the Architectural services for the aforesaid job requirement as mentioned in clause no. 5 may be emailed at tender@aepecindia.com latest by **10th February, 2021**. Quotations submitted in any other format shall be summarily rejected.

10. Payment Terms of Professional fee:

Sr. No.	Stage Payments	% age of the total professional fee	Description
1	I	5%	On approval of AEPC for 3D Models submitted of the proposed Building
2	II	10%	On submission of sanctioned layout plans, Building Permit Order and other statutory approvals from GHMC/HMDA
3	III	10%	On submission of BOQ, Tender Document, detailed drawings subject to approval of AEPC
4	IV	5%	On evaluation of Bids, assisting in negotiation with bidder and appointment of Contractor
5	V	40%	In 8 equal stages of 5% each during the construction and submission of RA Bills by the Contractor duly certified by the Architect, if the number of RA Bills exceeds 8 numbers, stage payments to the architect shall not be applicable.
6	VI	10%	Upon verification and payment of the Final Bill / settlement of all the contractors upon completion of work
7	VII	20%	On Completion of the project subject to submission of work completion certificate, 2 sets of as built drawings, Building Completion Certificate, Occupation Certificate, release of Affidavit submitted with GHMC/HMDA and other Statutory approvals to AEPC

11. Opening of e- quotations:



The e-quotations shall be opened on **11thFebruary, 2021** at Apparel House, Sector – 44, Institutional area, Gurgaon, Haryana. After opening of e-quotations, the qualified bidders would be called for detailed presentation. The date and venue of presentation would be communicated separately at a later date.

AEPC reserve the right to accept or reject any or all e-quotations in part or in toto or withdraw the notification without assigning any reason at any stage.

12. Selection Criteria

The selection of the Architectural firm would be based on the cumulative of the followings:

- i) Team Strength and their Technical Qualification and professional experience (upto 20 points)
- ii) Location of the firm in the Vicinity of the Hi-tech City, Hyderabad (upto 05 points)
- iii) Clientele list and projects completed (upto 10 points)
- iv) Quoted bid for professional fee (upto 25 points)
- v) Detailed presentation with AEPC Committee Members (upto 40 points)

Based on the above, the architectural firms would be graded (out of 100 points) before finalizing the Agency. AEPC reserves the right to select or reject any bids at any stage without assigning any reason whatsoever.

13. Award of work order:

After selection, Letter of work order shall be issued by AEPC to the Selected Architectural firm and the Selected Architectural firm shall, within 7 (seven) days of the receipt of the work order, sign and return the duplicate copy of the work order in acknowledgement thereof.

14. Validity of the Proposal:

The proposal shall be valid for a period not less than 90 days from the due date for receiving the proposal.

15. Escalation in Professional Fee

For any delay in the project, no escalation in professional fee shall be paid by AEPC and no additional payment would be made for deputing their respective Architects, Engineers, Consultants, Site Supervisor-Civil Engineer, project managers, travelling, accommodation etc.

AEPC reserves the right to alter/modify the scope of work. No escalation in professional fees shall be payable for any altered/modified requirements.



16. Proprietary data:

All documents and other information provided by AEPC or submitted by an Architect firm to AEPC shall remain or become the property of AEPC. Architect firms are to treat all information as strictly confidential. AEPC will not return any Proposal or any information related thereto. All information collected, analysed, processed or in whatever manner provided by the Architect Firm to AEPC in relation to the assignment shall be the property of AEPC and shall not be used by the successful bidder in any form without the written permission/approval of AEPC

17. Forfeiture of EMD:

The EMD shall be forfeited by the AEPC incase:

- (a) The bidder withdraws their offer during the period of tender validity.
- (b) After opening of Financial Bids, the bidder fails to honour the contractor refuses to comply with any or all Scope of work, terms and conditions of the bid.
- (c) If the services of the Agency is not found satisfactory as per the terms & conditions of the bid. The proportionate penalty as decided by the SG, AEPC will be imposed and deducted from the final bill.
- (d) For non-performance and on mid-way unilateral withdrawal from the assignment by the agency, the performance security deposit will be forfeited.

18. Penalty for error/variation:

In case any error or variation is detected in the reports submitted by the Architect firm and such error or variation is the result of negligence or lack of due diligence on the part of the Architect firm, the consequential damages thereof shall be quantified by AEPC in a reasonable manner and recovered from the payments due to him by way of penalty, subject to a maximum of 20% (twenty per cent) of the value of awarded work order to the Architect firm.

Further, in case of delaying the issuance of working drawings, lack of site visit as mentioned above may lead the termination of awarded work order at the discretion of AEPC.

19. The contract shall be terminated in respect of the following:-

- (i) If, the service of the firm is not found satisfactory or the firm changes the professional fee during the contract period.
- (ii) In case the firm fails to execute the job as per the terms and conditions of the agreement, the balance /total work will be got executed through other firm at the firm's risk and cost.
- (iii) The decision of the AEPC will be final and binding on the firm and no request will be entertained in any manner.



20. Interpretation:

In case of any ambiguity or difficulty in the interpretation of the Conditions of Engagement and Scale of Charges, the AEPC may take the interpretation of the Council of Architecture.

21. Arbitration:

Any dispute or difference arising between the parties either upon any question relating to the meaning of the specification design, and drawings and instruction herein before mentioned or these conditions, or otherwise concerning the work, or the execution, or failure to execute the same, whether arising during the progress of the work, or after the completion or abandonment thereof : or as the breach of this contract then the dispute or difference shall be amicably settled by both the Parties to the extent possible. In case of any dispute, which is not resolved by mutual discussion, such dispute shall be referred by either Party for final adjudication to an arbitrate tribunal consisting of three arbitrators. The arbitration tribunal will consist of three independent arbitrators – one each appointed by Secretary General, AEPC and the agency/firm and two such appointed arbitrators shall appoint the third arbitrator who shall act as the President Arbitrator. The Arbitration proceeding shall be conducted in accordance with the Arbitration and Conciliation Act, 1996 as amended, and its venue shall be at Gurgaon, India. The language of the arbitration shall be English. The award of the said arbitrary tribunal would be final and binding on both the Parties.

ANNEXURE-I

Format for submission of E-QUOTATION for consultancy and architectural services for Demolition of Existing Building and Construction new Office Building (G+2) at Survey No. 64, Madhapur, Serilingampally, Hyderabad, Telangana.

Earnest Money Deposit (EMD)	Rs. 1,00,000/- to be transfer through RTGS/NEFT
(By way of Electronic transfer only)	Bank Details are as follows:
Micro, Small and Medium Enterprises (MSME) are exempted from EMD upon submission of Registration Certificate from MSME	Bank : Indian Overseas Bank Sec-44, Gurgaon, Haryana
	IFS Code : IOBA0001804
	Account No : 180401000020000
	Account Holder Name : Apparel Export Promotion Council



EMD Transfer UTR No.	Amount of EMD Transfer Rs. _____ UTR No. : _____ Dated: _____		
MSME Registration Status (Registered or not Registered)	If Registered, MSME Registration no. (Scanned Copy of Registration Certificate to be enclosed)		
The EMD submitted by way of Demand Draft, Bank Guarantee, FDR and Bankers Cheque etc.	The physical instrument should reach at AEPC Gurgaon office latest by 10.02.2021. Please mention the details of EMD submitted otherwise than Bank Transfer i.e. Instrument no., date and details of postage / courier for tracking		
Firm profile			
Name of the Firm and Complete registered address Legal Status (Individual, Consortium, JV, Proprietary firm, Partnership firm, Limited Company or Corporation)			
No of Branches in India (Attach a list with details)			
1. Name & Designation of Contact Person 2. Mobile No. of Contact person 3. E-mail address 4. No. of Employees / Partners)			
No of Partners (Provide a list of names with Council of Architectural membership/Registration No.)			
No. of Qualified Employees (other than partners) Architect, Civil Engineer, Consultants, Technical Support Staff (Provide a list of names with their highest qualification)			
Income Tax Returns for the last three Financial Years. (Scanned Copy attach)	2017-18	2018-19	2019-20
Details of annual financial turnover (gross) not less than Rs. 50 lakhs per year	2017-18	2018-19	2019-20
Having any experience of liasoning work with various State Govt. Authorities	Yes/No		



Experience in Number of year for consulting Institutional/office Buildings	
Bank details for refund of Earnest Money Deposit (EMD), in case of unsuccessful bidder	Name of Bank: _____ Branch: _____ Account No. : _____ IFSC Code: _____
Whether the firm meets all the eligibility Criteria applicable to them (Yes/No)	

- List of present and past Clients as per the following format. The information provided will facilitate evaluation of your Quotation. The copies of work award letter to be enclosed.

S. No.	Name of the organization with complete postal address	Type of Work done	Commencement Year and time taken for completion of the job	Total Project cost (in lacs rupees)
1				
2				
3				
4				
5				

- **List of Consultants (if any) who will be a part of the team for project**

Sr. No.	Name of Consultant	Field / Speciality	Qualification	Experience in number of years
1				
2				
3				
4				
5				

(Note: The documents/certificates required in the technical bid duly signed on each and every page should be attached in the order they are mentioned alongwith Annexure-I.)



FINANCIAL QUOTATION

Description	Professional Fee to be quoted by the bidder*
<p>Professional Fee for preparation of layout plan, obtaining all statutory approvals from concerned authorities as per by-laws of GHMC/HMDA, to prepare all detailed drawings, BOQ, Tender Document and certification of all Bills submitted by the Contractor and all scope of work as detailed in Clause no. 5 of this document.</p> <p><u>All State Government levies OR statutory fees chargeable will be paid by the Council on production of chalan / receipt. However, no other charges including liasoning fee, if any, appointment of other Consultants, Project Supervisor, travelling, food & accommodation etc. shall be payable by AEPC</u></p>	
GST - As applicable	

**AEPC prefers to obtain the Quotes in a lump sum manner for entire project of estimated cost of Rs. 8.00 Crores.*

Dated: _____

Signature _____

Name of Authorised Signatory _____

Seal of Firm _____