

RAJMATA VIJAYARAJE SCINDIA KRISHI VISHWA VIDHALAYA,
GWALIOR 474002, - M.P. (INDIA)
Ph: 0751-2467680 www.rvskvv.nic.in

INVITATION FOR EXPRESSION OF INTEREST FROM ARCHITECTS

N.I.T. No./ 692

Gwalior Dated : 10-10-2011

RAJMATA VIJAYARAJE SCINDIA KRISHI VISHWA VIDHALAYA, GWALIOR(RVSKVV) is a premier research and education centre for Agriculture, RVSKVV proposes to construct Administrative Block, Library and Auditorium Building of approximate builtup area admeasuring 8600 sqm in the campus of RVSKVVGwalior in available Approximate 18 Hectare land.

Applications are invited from reputed Architectural firms for “**Expression of Interest**” to compete in an Architectural design competition. The Architectural firm whose design is selected shall be retained as the Architectural Consultant for providing Comprehensive Architectural Design Services.

Eligible and interested firms may submit their written Expression Of Interest, in sealed cover (through Speed Post / Courier) superscribing the envelope with “INVITATION FOR EXPRESSION OF INTEREST FROM ARCHITECTS, **N.I.T. No./692 Gwalior Dated 10-10-2011:**” so as to reach in The office of The Executive Engineer , R.V.S.K.V.V. Gwalior. latest by 29 October 2011, at the address mentioned above.To download the detailed notice and formats please visit our website, www.rvskvv.nic.in under `Tenders`.

Executive Engineer
RVSKVV, Gwalior



**RAJMATA VIJAYARAJE SCINDIA
KRISHI VISHWA VIDHALAYA,
GWALIOR 474002, - M.P. (INDIA)**

INVITATION FOR EXPRESSION OF INTEREST

**DOCUMENT FOR PREQUALIFICATION OF
ARCHITECTS/ARCHITECTURAL FIRMS**

Name of the work:

**PROVIDING COMPREHENSIVE ARCHITECTURAL DESIGN
CONSULTANCY SERVICES FOR THE CONSTRUCTION OF
ADMINISTRATIVE BLOCK, LIBRARY AND AUDITORIUM
BUILDING OF RAJMATA VIJAYARAJE SCINDIA KRISHI
VISHWA VIDHALAYA AT GWALIOR**



**INVITATION FOR EXPRESSION OF INTEREST DOCUMENT FOR PREQUALIFICATION OF
ARCHITECTS/ARCHITECTURAL FIRMS**

N.I.T. No./692 **Gwalior Dated :10/10/2011**

Name of the work:
**PROVIDING COMPREHENSIVE ARCHITECTURAL DESIGN CONSULTANCY SERVICES FOR
THE CONSTRUCTION OF ADMINISTRATIVE BLOCK, LIBRARY AND AUDITORIUM BUILDING
OF RAJMATA VIJAYARAJE SCINDIA KRISHI VISHWA VIDHALAYA AT GWALIOR**

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INVITATION FOR EXPRESSION OF INTEREST FROM ARCHITECTS
N.I.T. No./ 692 **Gwalior Dated : 10-10-2011**

RAJMATA VIJAYARAJE SCINDIA KRISHI VISHWA VIDHALAYA, GWALIOR(RVSKVV) is a premier research and education centre for Agriculture, setup under the department of Agriculture Govt. of M.P.

RVSKVV proposes to construct Administrative Block, Library and Auditorium Building of approximate builtup area admeasuring 8600 sqm in the campus of RVSKVVGwalior in available Approximate 18 Hectare land.

Applications are invited from reputed Architectural firms for “**Expression of Interest**” to compete in an Architectural design competition. The Architectural firm whose design is selected shall be retained as the Architectural Consultant for providing Comprehensive Architectural Design Services.

Pre-qualification Criteria:

Architects / Firms who will fulfill the following criteria shall be considered for participation:

- a. Members of Institution of Architects and Indian Council of Architects.
- b. Have experience in the field for not less than 10 years, as on 31.03.2011
- c. Have completed similar Consultancy assignment during the last 5 years, as on 31.03.2011, of value/area built up as listed below:
 - i. At least one project costing not less than Rs. 900 lakhs / built up area 6000 sqm approximately, **or**
 - ii. Two projects, each costing not less than Rs. 500 lakhs / built up area 3500 sqm approximately, **or**
 - iii. Three projects, each costing not less than Rs. 300 lakhs / built up area 2000 sqm approximately.
- d. At least one of the above projects shall be for Government/Semi Government/Government Undertaking/Government Autonomous Bodies etc.
- e. Similar assignment means providing Architectural / Engineering consultancy for planning & designing of Architectural, Civil Engineering, Public Health, Electrical, Air-Conditioning, fire fighting and other services for hostel cum residential units.

Eligible and interested firms may submit their written Expression Of Interest, in sealed cover (through Speed Post / Courier) superscribing the envelope with “INVITATION FOR EXPRESSION OF INTEREST FROM ARCHITECTS, **N.I.T. No./692 Gwalior Dated 10-10-2011:**” so as to reach in The office of The Executive Engineer , R.V.S.K.V.V. Gwalior. latest by 29 October 2011, at the address mentioned above, for further details and formats please visit our website, www.rvskvv.nic.in under ‘Tenders’

Executive Engineer
RVSKVV, Gwalior

INVITATION FOR EXPRESSION OF INTEREST - DOCUMENT FOR PREQUALIFICATION OF ARCHITECTS/ARCHITECTURAL FIRMS

N.I.T. No./ 692

Gwalior Dated : 10-10-2011

SECTION- I

I. Preamble

I.1 RAJMATA VIJAYARAJE SCINDIA KRISHI VISHWA VIDHALAYA, has an area of Approximately 18 Hectare of land behind the campus of Laxmi Bai National Institute of Physical Education, Race Course road Gwalior.

I.2 The tentative Master Plan of proposed campus is enclosed .

II. PRESENT REQUIREMENT:

II.1 RVSKVV proposes to construct a University campus at Gwalior , Comprising of Following building and facilities –

- | | | |
|-------------------------|---|------------------------------|
| a) Administrative Block | - | Approx. B/u Area 5300 Sq. M. |
| b) Library Block | - | Approx. B/u Area 2300 Sq. M. |
| c) Auditorium Block | - | Approx. B/u Area 1000 Sq. M. |

II.2 Estimated cost of the work is Rs. 1700 lakhs & above.

II.3 RVSKVV is on the look out for a reputed Firm of Architects & Engineers for providing Comprehensive Architectural Consultancy Services in the following disciplines:

- i Architectural design & detailing
- ii Structural, Public Health, Electrical, Mechanical ventilation/HVAC services, Elevators and Fire fighting system.
- iii Building Automation, LAN, Communication, PA system
- iv Horticulture and landscape works, etc.

III. AIM & OBJECTIVE

III.1 The aim is to shortlist suitable reputed Architectural and Engineering Design Consultancy firms for participation in a competition for providing architectural concept and architectural designs for the Construction Of Administrative Block, Library, Auditorium & other Building of Rajmata Vijayaraje Scindia Krishi Vishwa Vidhalaya at Gwalior.

III.2 The Architect/Architectural firm whose Architectural concept & design is selected through the architectural competition shall be finalized as the Architectural Consultants for providing Comprehensive Architectural Design Consultancy Services.

IV. ROLE OF THE SELECTED ARCHITECTURAL CONSULTANT

The role of the selected firm is to provide a complete and Comprehensive Architectural and Engineering design concepts, drawings and details, for all services required for construction of Administrative Block, Library and Auditorium Building of Rajmata Vijayaraje Scindia Krishi Vishwa Vidhalaya at Gwalior, from the stage of data collection to completion of the building, but not limited to the following:

- a. Space requirements and space planning.
- b. Service requirements (Area wise) and planning,
- c. Structural systems and other engineering services etc.
- d. Locating the building in the master plan and providing connectivity to neighboring buildings in the campus.
- e. Building drawings containing the following:
 - i All Floor plans & details for Architectural – Structural – PHE – Electrical – HVAC – Horticultural works, etc.
 - ii Sections and Elevations.
 - iii Report indicating design philosophy, budgetary cost estimates, proposals for execution etc.
 - iv Furniture layout.
 - v 3D view/model /computer walk through etc.
 - vi Internal & external finishing details with area chart.
 - vii Fully dimensioned and all minute details required for construction.
 - viii Inspection during construction for execution.
 - ix Completion drawings and accompanying report, etc.

V. QUALIFYING REQUIREMENTS.

- V.1 Since Architectural concept and design is the prime consideration, reputed Architects / Architectural firms (combined with Engineering Consultancy) shall be the main lead for the project. Hence applications from individual / firms with major exposure to Architectural works will be considered.
- V.2 Architectural and Engineering Design Consultancy firms shall have adequate in house expertise and experience in planning, designing of architectural concept and designs, structural, civil, public health engineering, Electrical, HVAC services, Elevators, Fire fighting systems, Building Automation, LAN, Communication, Interior works, Horticulture & landscaping etc., required for completing and making the Construction of above mentioned buildings and allied structures.
- V.3 Otherwise the Architects may form a consortium of firms / individuals / sub consultants for providing total support and expertise to the requirements of RVSKVV. However in such a case, consortiums will have to bid through a single Architect / Architectural Consultancy firms which is appointed as the leader of the consortium. RVSKVV will deal only with this single Architect / Architectural consultancy firm, at all times. This firm will be held responsible for delivering on all aspects of the project, and extracting results from, as well as providing leadership to all consortium members. This firm will be the one and sole point of responsibility and single window of communication for RVSKVV. This firm will plan, manage and coordinate work across all consortium members, including any dispute resolution, staffing, pricing, project execution, prioritization and planning of inter-dependent activities, delivery of reports and presentations to RVSKVV. This firm will pay out the consortium members from its total contracted fee. When the pricing information is asked for, this firm will consolidate price/fee and expenses for all consortium members in its price bid for the project. The details of MOU / tie-ups with consortium members shall be furnished at the prequalification stage.
- V.4 An individual member applying as a sole Architectural and Engineering Design Consultancy firm cannot at the same time be member of any consortium applying for this project. Further a member of any other consortium cannot be a member of another consortium applying for this project.

V.6 ORGANISATION:

- a. Architectural and Engineering Design Consultant firms that follow the eligibility criteria laid down by the Council of Architecture (India)* are eligible to participate in the competition. The onus of the Architect and Engineering Design Consultancy firm's eligibility as per the Council of Architecture (India) guidelines shall rest with the firm itself.
- b. Constitution of the Organisation & year of incorporation ,information about the organization along with names & details of various services in house or Participant Associates to whom job is proposed to be assigned & names of Key personnel to be associated with their qualifications & experience to be furnished along with N.I.T., in relevant formats indicated in the document.

V.7 EXPERIENCE:

- a. The applicant should have satisfactorily completed similar Consultancy assignment as given below, during last 5 years, as on 31st March 2011,
 - i. At least one project costing not less than Rs. 900 lakhs / built up area 6000 sqm approximately, **or**
 - ii. Two projects, each costing not less than Rs. 500 lakhs / built up area 3500 sqm approximately, **or**
 - iii. Three projects, each costing not less than Rs. 300 lakhs / built up area 2000 sqm approximately.
- b. Atleast one of the above projects shall be for Government/Semi Government/Government Undertaking/Government Autonomous Bodies etc.
- c. Atleast one of the above work comprising of services like Electrical, HVAC, Water Supply Sewage etc.
- d. Similar Consultancy assignment means: Architectural Engineering consultancy for planning & designing of Architectural, Civil Engineering, Public Health Engineering,Electrical, Air Conditioning, Communication, Horticultural & Other services for the works.

Information regarding work experience to be furnished along with the N.I.T. in relevant formats indicated in this document.

V.8 FINANCIAL CAPABILITY

- a. The applicant should have average annual financial turn over (gross) of Rs. 50 lakhs consultancy fees during the last three years ending 31st March 2011. This should be duly audited by a Chartered Accountant. Year in which no turnover is shown would also be considered for working out the average.
- b. The applicant should not have incurred any loss in more than two years during the last five years ending 31st march 2011 duly certified by the Chartered Accountant.
- c. The applicant should not be under liquidation, court receivership or similar proceedings.
- d. The applicant should have a minimum solvency of Rs. 50 Lakhs certified by his bankers.
- e. The applicant should furnish their annual financial statement for the last 5 years in the format prescribed in this document.

VI. EVALUATION CRITERIA FOR SHORTLISTING OF CONSULTANTS :

For the purpose of short listing, applicants will be evaluated in the following manner:

- a. The initial criteria prescribed in Para V. 7 above, in respect of experience of similar class of works completed will first be scrutinized and the applicant's eligibility for the short list for the work be determined.
- b. The applicants qualifying the above initial criteria will be evaluated for following criteria by scoring method on the basis of details furnished by them.

c. ORGANISATION 25 Points

- i) Organization set up & Office Locations, Section III- Form "A " (5 Points)
- ii) In house Service for Assignment, Section III - Form " B " (10 Points)
- iii) Associates consortia members related to the Assignment and their Experience, Section III - Form " C " (5 Points)
- iv) Curriculum Vitae of Professionals, Section III - Form " D " (5 Points)

d. EXPERIENCE..... 50 Points

- i) Experience in similar nature of work completed during last five years, Section III - Form "E " (30 Points)
- ii) Performance Report, Section III (Form "G") (15 Points)
- iii) Previous experience with D.A.E / Central Govt. (5 Points)

e. FINANCIAL CAPABILITY 25 Points

- i) Average annual financial turn over (gross), Section III (Form "H") (20 Points)
- ii) Solvency (5 Points)

TOTAL 100 POINTS

For shortlist, the applicant must secure at least sixty percent in criteria (c) & (d) above, fifty percent marks in criteria (e), **sixty percent marks in aggregate.**

f. Even though an applicant may satisfy the above requirements, he would be liable to disqualification if he has:

- i. Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the pre-qualification document.
- ii. Record of poor performance such as abandoning work, not properly completing the contract, or financial failures / weaknesses etc.,

g. Short listing of the consultants shall be subject to thorough verification of their credential and inspection of similar works carried out / in progress by them, through a Technical Committee of experts to be constituted by RVSKVV.

VII LETTER OF TRANSMITTAL

Interested Architect / Architectural and Engineering Design Consultancy firms of repute, having similar exposure in designing and planning of similar projects are hereby invited to submit their "Expression of Interest" (N.I.T.) for providing Comprehensive Architectural Design Consultancy Services, for initial prequalification to participate in an Architectural design competition for the construction of Administrative Block, Library and Auditorium Building of Rajmata Vijayaraje Scindia Krishi Vishwa Vidhalaya att Gwalior

The applicant should submit the letter of transmittal in the given format and all aother forms along with Expression of Interest document on 29 October 2011, upto 5.00pm.

VIII AWARD CRITERIA

- a. After evaluation of pre-qualification applications, a list of qualified Consultants will be prepared. Short listing of the consultants shall be done after thorough verification of their credentials and inspection of similar works carried out by them, through a Technical Committee of experts constituted by RVSKVV. Thereafter, only short listed consultants would be invited for competing in an architectural design competition which would be evaluated by a Board of Assessors, in the process of selection of Architectural Consultant for the work.
- b. Without being liable for any damages or obligation or assigning any reason to the applicant, RVSKVV reserves the right to -
 - i. Amend the scope and value of work.
 - ii. Restrict the short listing of firms to any number deemed suitable by it.
 - iii. Reject any or all of the applicants.
- c. Any effort on the part of the applicant or his agent to exercise influence or to pressurize the employer would result in rejection of his application. Canvassing of any kind is **strictly** prohibited.

For further clarification, you may contact the **Head - RAJMATA VIJAYARAJE SCINDIA KRISHI VISHWA VIDHALAYA, GWALIOR 474002, - M.P. (INDIA)**
Contact details : Phone 0751-2467680, Website: www.rvskvv.nic.in

INVITATION FOR EXPRESSION OF INTEREST - DOCUMENT FOR PREQUALIFICATION OF ARCHITECTS/ARCHITECTURAL FIRMS

N.I.T. No./ 692

Gwalior Dated :10/10/2011

SECTION II

INFORMATION & INSTRUCTIONS FOR APPLICANTS

1. GENERAL:

- 1.1 Letter of transmittal and forms 'A' to 'H' seeking information/documents are given in Section - III.
- 1.2 All information called for in the enclosed forms should be furnished against the relevant columns in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column, a 'nil' or 'no such case' entry should be made in that column. If any particulars/ query is not applicable in case of the applicant, it should be stated as 'not applicable'. The applicants are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information shall result in the applicant being summarily disqualified. Applications made by telegram or telex and those received late will not be entertained.
- 1.3 The application should be type written. The applicant should sign and affix his office seal on each page of the N.I.T document downloaded for RVSKVV website. Overwriting should be avoided. Corrections, if any, should be made by neatly crossing out, initialing, dating and rewriting. The applicant may furnish any additional information, which is deemed necessary to establish capability to successfully complete the envisaged project. Pages of the prequalification document are numbered. Additional sheets, if any added by the applicant, should be numbered. All these should be submitted as a package with signed Letter of Transmittal. Superfluous information need not be furnished and no information shall be entertained after submission of N.I.T document unless specifically called for.
- 1.4 References, information and certificates from the respective clients certifying suitability, technical know how or capability of the applicant should be signed by an officer not below the rank of the Executive Engineer or equivalent.

- 1.5 Any information furnished by the applicant found to be incorrect either immediately or at a later date, would render him liable to be debarred from taking up the project.
- 1.6 The N.I.T document in prescribed form duly completed and signed should be submitted in hard copy (original) and a soft copy, MS-Word compatible, in a sealed cover. The sealed cover superscribed as ,
- “INVITATION FOR EXPRESSION OF INTEREST FROM ARCHITECTS
N.I.T. No./692 Gwalior Dated :10/102011 ”**, shall be received in the office of the Executive Engineer, **RAJMATA VIJAYARAJE SCINDIA KRISHI VISHWA VIDHALAYA, GWALIOR 474002, - M.P. (INDIA)**, up to 5:00 p.m. on or before 29 October 2011 Documents submitted in connection with N.I.T. will be treated confidential & will be the property of RVSKVV Gwalior (M.P.).
- 1.7 Prospective applicants can seek any clarification in this regard from the Office of the Executive Engineer, at the address mentioned above, Phone no: 0751-2467680,
- 1.8 RVSKVV Gwalior M.P. reserves its right not to respond to any question raised or provide clarification sought in its sole discretion.
- 1.9 The discretion and decision of Vice Chancellor , RVSKVV Gwalior M.P., in respect of the 'N.I.T', shall be final and shall not be open to be challenged in any Court of Law.

2. FINAL DECISION MAKING AUTHORITY:

Vice Chancellor, RVSKVV reserves the right to accept or reject any application and/or to annul the selection process and reject all applications at any time without assigning any reason or incurring any liability to the applicants.

3. PARTICULARS:

The particulars of the project given in Section-I are indicative only and subject to change and may be considered only as advance information to assist the prospective applicant.

4. ORGANIZATIONAL STRUCTURE

The applicant should have sufficient number of architects, structural engineers and other specialist professionals. The applicant shall submit a list of key professionals stating clearly how they would be deployed in this project. The in-house capability of the firm should be brought out clearly indicating the disciplines for which the firm would like to take consultancy from consortium members / sub consultants, if any. All such consortium members, sub consultants shall also furnish the details required.

Those applicants who satisfy the above requirements, are liable to be disqualified if they have:-

1. Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the N.I.T. document.
2. Record of poor performance such as abandoning project, not properly completing the assigned project, or financial failures/weaknesses etc.

5. INFORMATION TO BE GIVEN IN THE REQUIRED FORMATS:

Applicant should furnish the following:

5.1 ORGANISATION INFORMATION

Applicant is required to submit the following information in respect of his organization (Section III- Form - 'A' to 'D').

- a. Name & postal address, Telephone & Fax Number etc.
- b. Year of establishment and commencement of practice.
- c. Copies of original documents defining the legal status, place of registration and principal places of business.
- d. Name & title of Directors and Officers to be concerned with the project, with designation of individuals authorized to act for the organization.
- e. Information on any litigation in which the applicant was involved during the last five years including any current litigation.
- f. Authorization to employer to seek detailed references.
- g. Number of architects and other technical professionals, in present company, indicating their deployment in the proposed work as in relevant formats enclosed in section – III.

5.2 List of Projects

- a. List of similar assignments / projects successfully completed ongoing during the last five years as in formats enclosed in Section III – Forms 'E & F'.
- b. Performance of applicant for each work completed in the last five years and works on hand should be duly authenticated/certified by an officer not below the rank of Executive Engineer or equivalent, in the prescribed format in Section III - Form “ G ”, and furnished separately for each work completed or in progress.

6. LETTER OF TRANSMITTAL

The applicant should submit the letter of transmittal attached with the 'N.I.T.' document.

7. Evaluation of N.I.T. shall lead to short listing of some parties for issue of invitation for participation in the architectural design competition, which is the next step in the process of selection of Architectural Consultant to provide Comprehensive Architectural Consultancy Services.

8. DISCLAIMER

The information in this document has been prepared to assist the Architects/Architectural firm in preparing the non binding N.I.T. and it is clarified that:

- i. It does not constitute an invitation to offer or an offer in relation to the transaction.
- ii. This document does not constitute any contract or agreement of any kind whatsoever.
- iii. This document does not, purport to contain all the information that the interested Architects/Architectural firms and their advisors would desire or require in reaching decisions as to the requirement. Interested Architects/Architectural firms should form their own view as to what information is relevant to such decisions and make their own independent investigations in relation to any additional information.
- iv. Neither the information in this document nor any other written or oral information in relation to the requirement or otherwise is intended to form the basis of or the inducement for any investment activity or any decision to enter into any contract or arrangement in relation to the transaction and should not be relied on as such. Neither RVSKVV Gwalior M.P. nor their employees or advisors shall be liable to any interested party or any entity under any law including the law of contract, tort, the principles of restitution or unjust enrichment or otherwise for any loss, expenses or damage which may arise, or be incurred, or suffered, in connection with this document, or any matter that may be deemed to form part of this document, or any other information supplied by or on behalf of RVSKVV Gwalior M.P. or their employees or advisors or otherwise arising in any way from the selection process mentioned herein.

- v. RVSKVV Gwalior M.P. is not bound to accept any or all the N.I.T.s. RVSKVV Gwalior M.P. reserves the right to reject any or all N.I.T.s without assigning any reasons. No applicant shall have any cause of action or claim against RVSKVV or its officers, employees, advisors, agents, successors or assignees for rejection of this N.I.T.
- vi. Failure to provide information that is essential to evaluate the applicant's qualifications or substantiation of the information supplied, shall result in disqualification of the applicant.
- vii. It shall not be assumed that there shall be no deviation or change in any of the herein mentioned information. While this document has been prepared in good faith, neither RVSKVV Gwalior M.P. nor any of their respective officers or employees or advisors or agents make any representation or shall have any responsibility or liability whatsoever in respect of any statements or omissions here from. Any liability is accordingly expressly disclaimed by RVSKVV Gwalior M.P. or any of their respective officers, employees, advisors or agents, whether negligent or otherwise.

**FOR EXPRESSION OF INTEREST - DOCUMENT FOR PREQUALIFICATION OF
ARCHITECTS/ARCHITECTURAL FIRMS**

N.I.T. No./ 692

Gwalior Dated :10/10/2011

**SECTION – III
LETTER OF TRANSMITTAL**

FROM:

To:

EXECUTIVE ENGINEER,
RAJMATA VIJAYARAJE SCINDIA
KRISHI VISHWA VIDHALAYA,
GWALIOR 474002, - M.P. (INDIA)

SUBJECT: Submission of N.I.T. from Architects / Architectural firms for participating in Design Competition for providing Architectural Concept & Architectural Designs for construction of Administrative Block, Library and Auditorium Building of Rajmata Vijayaraje Scindia Krishi Vishwa Vidhalaya at Gwalior

Sir,

Having examined the details given in N.I.T. Notice and N.I.T. document for the above project, I/we hereby submit the relevant information.

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms 'A' to 'H' and accompanying statements are true and correct.
2. I/We have furnished all information and details necessary for N.I.T. and have no further pertinent information to supply.
3. I/We also allow RVSKVV Gwalior or their authorized representatives to approach individuals, employers and firms to verify our competence and general reputation.
4. I/We submit the following certificates in support of our suitability, technical know-how and capability for having successfully completed the following projects along with prescribed format:

Sl. No.	Name of work	Certified by/from

Enclosures

Signature(s) of Applicant(s)

Seal of applicant

Date of submission

**INVITATION FOR EXPRESSION OF INTEREST - DOCUMENT FOR
PREQUALIFICATION OF ARCHITECTS/ARCHITECTURAL FIRMS**
N.I.T. No./ 692 Gwalior Dated :10/10/2011

SECTION III FORM – ‘A’

ORGANISATIONAL STRUCTURE

(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 consortium / sub consultants who would be associated with this project work)

1	Name & Address of the applicant with Telephone No./Fax No./ Email ID	
2	a. Year of Establishment b. Date & Year of commencement of practice.	
3	Legal status of the applicant (attach copies of original document defining the legal status)	
	a) A proprietary firm	
	b) A firm in partnership	
	c) A limited company or Corporation / Joint venture / Consortia	
4	Names of Directors & other executives with designation	
5	Designation of individuals authorized to act for the organization.	
6	Total No. of professional staff (In house):- Architects: Structural Engineers: Quantity Surveyors: Others:	
7	Was the applicant 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.	
8	Has the applicant, 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.	
9	Has the applicant, 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.	
10	Has the applicant, or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.	
11	In which field of Consultancy the applicant has specialization & interest	
12	Any other information considered necessary but not included above.	
13	Address of local office (in MP/Gwalior)	

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N.I.T. No./ 692

Gwalior Dated :10/10/2011

SECTION III FORM – 'B'

DETAILS OF IN HOUSE SERVICE AVAILABLE FOR THE ASSIGNMENTS

Sl. No.	Inhouse Service	Availability of Services	Nos. of Inhouse Staff with experience		
			Experience of 10 years & above	Experience of more than 5 years	Experience of less than 5 years
1	Architectural	yes/no			
2	Structural Engineering	yes/no			
3	Public Health Engineering	yes/no			
4	Electrical	yes/no			
5	Mechanical	yes/no			
6	HVAC	yes/no			
7	Firefighting/Engineering	yes/no			
8	Administrative/Support Staff, categories to be mentioned	yes/no			
9	Office Equipments a. Computers b. Plotters c. Printers d. Scanners e. Photocopying machine f. g.	yes/no yes/no yes/no yes/no yes/no	Nos. available		
10	Software's available to be mentioned				

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N.I.T. No./ 692

Gwalior Dated :10/10/2011

SECTION III FORM – 'C

DETAILS OF CONSORTIA MEMBERS/SUB CONSULTANTS RELATED TO THE ASSIGNMENTS AND THEIR EXPERIENCE

Sl. No.	Proposed Associate For	Names & Addresses of Associates	Years of Experience	Years of Association with the Prime Applicant
1	Architectural			
2	Structural Engineering			
3	Public Health Engineering			
4	Electrical			
5	Mechanical			
6	HVAC			
7	Firefighting/Engineering			
8	Landscaping			
9	Interior Works			

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N.I.T. No./ 692

Gwalior Dated :10/10/2011

SECTION III FORM – 'D'

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 consortium / sub consultants who would be associated with this project work)

Name of Firm: _____

Professional: _____

Date of Birth: _____

Years with Firm: _____

Nationality: _____

Membership in Professional Societies: _____

Detailed Task Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training relevant to responsibility in context of assignment. Describe *degree of responsibility* held by staff member on relevant previous assignment and give dates and location. Use up to half a page.]

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degree(s) obtained. Use up to a quarter page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, name(s) of employing organization(s), title of positions held and location of assignments. For experience in last ten years, also give type of activities performed and client references, where appropriate. Use up to three quarter of a page.]

Languages:

[Indicate proficiency in speaking, reading and writing of English language: excellent, good, fair, or poor.]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these biodata correctly describe my qualifications, my experience and myself.

Date:

INVITATION FOR EXPRESSION OF INTEREST - DOCUMENT FOR PREQUALIFICATION OF ARCHITECTS/ARCHITECTURAL FIRMS

N.I.T. No./ 692

Gwalior Dated :10/10/2011

SECTION III FORM – ‘E’

**DETAILS OF ALL WORKS OF SIMILAR NATURE OF ASSIGNMENT COMPLETED DURING THE
LAST FIVE YEARS ENDING LAST DAY OF THE MONTH JANUARY 2011**

SIMILAR NATURE OF ASSIGNMENT – COMPLETED WORKS				
Sl. No	Description	1	2	3
1	Name of work / Project and location			
2.	Name & Address of Employer / Organization, Telephone no. of officer to whom reference may be made.			
3.	Cost of work in Rs. Lakhs (Attach copy of Work Order)			
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			
	a. Inhouse teams			
	b. Associated Consultants/Consortia Members			
9.	Names of Project In charge & Key staff & nos. of staff involves.			
10.	Any other information			

* Indicate gross amount claimed and amount awarded by the Arbitrator.

INVITATION FOR EXPRESSION OF INTEREST - DOCUMENT FOR PREQUALIFICATION OF ARCHITECTS/ARCHITECTURAL FIRMS

N.I.T. No./692

Gwalior Dated :10/10/2011

SECTION III FORM – 'F'

**DETAILS OF ALL WORKS OF SIMILAR NATURE OF ASSIGNMENT COMPLETED DURING THE
LAST FIVE YEARS ENDING LAST DAY OF THE MONTH JANUARY 2011**

SIMILAR NATURE OF ASSIGNMENT – COMPLETED WORKS				
Sl. No	Description	1	2	3
1	Name of work / Project and location			
2.	Name & Address of Employer / Organization, Telephone no. of officer to whom reference may be made.			
3.	Cost of work in Rs. Lakhs (Attach copy of Work Order)			
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			
a.	In house teams			
b.	Associated Consultants/Consortia Members			
9.	Names of Project In charge & Key staff & nos. of staff involves.			
10.	Any other information			

* Indicate gross amount claimed and amount awarded by the Arbitrator.

INVITATION FOR EXPRESSION OF INTEREST - DOCUMENT FOR PREQUALIFICATION OF ARCHITECTS/ARCHITECTURAL FIRMS

N.I.T. No./ 692

Gwalior Dated :10/10/2011

SECTION III FORM – ‘G’ PERFORMANCE REPORT OF WORKS

1	Name of work/Project & Location	
2	Agreement No.	
3	Estimated Cost	
4	Tendered Cost	
5	Date of start	
6	Date of completion	
	i. Stipulated date of completion	
	ii. Actual date of completion	
7	Amount of compensation levied for delayed completion, if any	
8	Amount of reduced rate items, if any	
9	Performance Report	
	i. Quality of work	Very Good/Good/Fair/Poor
	ii. Financial soundness	Very Good/Good/Fair/Poor
	iii. Technical Proficiency	Very Good/Good/Fair/Poor
	iv. Resourcefulness	Very Good/Good/Fair/Poor
	v. General Approach & Behaviour	Very Good/Good/Fair/Poor

Dated:

Signature & Seal of
Executive engineer or equivalent

INVITATION FOR EXPRESSION OF INTEREST - DOCUMENT FOR PREQUALIFICATION OF ARCHITECTS/ARCHITECTURAL FIRMS

N.I.T. No./692

Gwalior Dated :10/10/2011

SECTION III FORM – 'H' FINANCIAL INFORMATION

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

Particulars	Financial Year				
	06-07	07-08	08-09	09-10	10-11
i. Gross Annual turnover on construction work. (In Lakhs)					
ii. Profit / Loss					
iii. Certified by					

- II. **Financial arrangements for carrying out the proposed work.**

- III. **The following certificates are enclosed:**

- (a) Current Income Tax clearance Certificate / Profit & Loss account
- (b) Solvency Certificate from bankers of Applicant.

Signature of Chartered Accountant with seal