

ASSAM POWER GENERATION CORPORATION LIMITED

OFFICE OF THE CHIEF GENERAL MANAGER (HYDRO& CIVIL),

BIJULEE BHAWAN, GUWAHATI-781001



Request for Proposal

for

Selection of Architects/Architectural Firms for Providing Comprehensive Architectural Services(Interior Designing including Electrification, HVAC, Acoustic Control, Sanitary & Plumbing and other related Works)

for

“Renovation of office space at third floor, Bijulee Bhawan, Paltan Bazar, Guwahati-781001.”

Employer:

**Chief General Manager (Hydro & Civil)
Assam Power Generation Corporation Limited
Bilulee Bhawan, Paltanbazar, Guwahati-781001**

E-Tender Notice No. 12 of 2022-23 of CGM (H&C), Dated:07/09/2022

Tender Fee: 1,000.00/- (One Thousand Only)

September-2022

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1 TERMINOLOGY

APGCL wherever used in this document shall mean Assam Power Generation Corporation Limited incorporated vide The Companies Act 1961 in exercise of Powers conferred under the Act including subsequent amendments, if any. APGCL is a successor company of ASEB.

CGM (H&C) or owner or purchaser or project authority wherever used in this document shall mean the officer holding the post of the Chief General Manager (Hydro& Civil) APGCL, Guwahati (Assam), who or his authorized representative will exercise authority on behalf of the Department in respect of the Tender and the works specified herein.

Engineer-in-Charge/or engineer shall mean the Officer holding the charge of the Departmental post of Deputy General Manager/ Deputy Manager (Civil) pertaining to supervision of works specified in this document.

The term 'Contractor' wherever used in this document shall mean the individual/firm or company who shall have entered into a contract agreement with the owner or the project authority, undertaking on his behalf to carry out the works in full or in part as may be specified in contract documents, and shall include in the case of an individual/ his heirs, administrators and permitted assignees, in case of a firm, the partners of the said firm, their respective heirs, executors, administrators and permitted assignees, and in case of a Company its successors and permitted assignees.

Contract documents shall mean and comprise the following documents and shall be the basis of agreement between the owner and the contractor for carrying out the works in accordance with the terms and conditions, specifications, drawings and directions contained in the said documents.

- a) Bid documents duly filled in respect of rates, process & signed, the tender forms properly filled in, signed and dated by the contractor & duly submitted.
- b) Contractor's original bid proposal and subsequent correspondences relating to clarifications and negotiations, if any, prior to award of the contract.
- c) Equipment, specifications and drawings, so far as applicable
- d) Approved agreement forms duly signed, dated and sealed by the contractor and the owner as specified in the said forms

'Equipment' and 'Plants' shall mean and include all sorts of machineries and accessories, apparatus, instruments, components manufactured articles and parts etc. to be supplied or provided by the contractor under the terms of the contract , unless otherwise specified

The 'Works' shall unless be repugnant to such description shall be construed and taken to mean the works contracted, or by virtue of the contract agreement, to be executed whether temporary or permanent and whether original, altered, substituted or additional.

The expression 'Specifications' wherever used in this document shall mean all the pertinent terms and stipulations furnished herein in respect of the work or part thereof and/or indicated in the drawings appended hereto and to be issued for construction and shall have reference also to other relevant terms and stipulations not furnished herein, but as far as applicable.

2. Notice inviting RFP

The Chief General Manager (H&C) invites Request for Proposal (RFP) in form of sealed quotations from qualified, experienced, competent and financially sound Architects /Architectural firms registered with Council of Architecture, New Delhi for **Providing Comprehensive Architectural Services(Interior Designing including Electrification, HVAC, Acoustic Control, Sanitary & Plumbing and other related Works) for “Renovation of office space at third floor, Bijulee Bhawan, Paltan Bazar, Guwahati-781001.”**

Interested applicants may download the RFP from the website www.apgcl.org.

The Request for Proposal in form of sealed quotations must be delivered to the address given in the RFP document latest by 5.00 p.m. on 27/09/2022

The Chief General Manager (H&C)
APGCL, Bijulee Bhawan, 3rd Floor,
Paltanbazar, Guwahati- 781001

Copy to:

- 1.
- 2.
- 3.

3. Schedule of Invitation of RFP:

Sl. No.	Activity	Date
1	Release of RFP	07/09/2022
2	Last date & time (deadline) for receipt of RFP.	5.00 p.m. on 27/09/2022
3	Opening of RFP	01.00 p.m. on 28/09/2022
4	Submission of responses to this RFP and or any enquiry	The Chief General Manager (H&C) APGCL, Bijulee Bhawan, 3 rd Floor Paltanbazar, Guwahati- 781001

Chapter-I

INTRODUCTION

General Description of Project:

1. Background:

Assam Power Generation Corporation Ltd. was constituted after unbundling of ASEB in Dec 2004 through State Power Sector Reform Programme under the provision of Electricity Act'2003. The certificate of commencement of business was obtained w.e.f. 29th April 2004. The final Transfer scheme was implemented on Aug'2005 with a new Company Balance Sheet w.e.f. April 2005. The company is mainly responsible for maximum energy generation to meet up the energy demand in the state.

The 3rd floor of Bijulee Bhawan is occupied by APGCL since then. Gradually the office space is turning out to be insufficient to accommodate the officers and staff of APGCL stationed at Headquarter. Therefore it has been decided by APGCL to renovate the office space at third floor, Bijulee Bhawan, Paltan Bazar, Guwahati-781001. Also APGCL desires to incorporate the elements of Green Office space and improve the aesthetics.

2. Intent of this Bid:

The objective of this Bid is to engage an experienced Consulting Firm through competitive bidding under Quality and Cost based system to carry out the following work:

“Providing Comprehensive Architectural Services(Interior Designing including Electrification, HVAC, Acoustic Control, Sanitary & Plumbing and other related Works) for “Renovation of office space at third floor, Bijulee Bhawan, Paltan Bazar, Guwahati-781001”.

Details of scope of works and other terms & conditions are elaborated in the RFP document.

Chapter-II

SCOPE OF WORK

The Architect/Architectural Firm is required to provide consultancy services in respect of the following:

- Site evaluation and assessment report which will include the financial assessment report of furniture items, false partitions and other miscellaneous items to be scrapped in a phased manner. Bidders should note that as APGCL do not have alternate space for all its employees, the work has to be done in a phased manner.
- Space planning to accommodate the requisite number of officers and staff of APGCL as directed by the officer in charge and Prepare conceptual designs with reference to the requirements of Complete Building and rough cost estimate on the plinth area basis as per of Assam PWD / CPWD norms.
- Preparation of Detailed Bill of Quantities, detailed item specifications and Estimate of cost. The rate of items shall be in conformity with the latest CPWD DSR 2020-21. If any item specification is beyond the scope of CPWD DSR 2020-21, the rate of such item shall be analysed based on existing Guwahati market rate. The format of rate analysis shall comply with Office memorandum No. DG/SE/GST/16 dated 28-05-2018 issued by authority of Director General, CPWD, Nirman Bhawan, New Delhi. The final decision regarding acceptance or rejection of any analysed item rate will be made by the concerned authority of APGCL.
- Preparation of Bid Documents and Notice Inviting Tender for renovation of office space at third floor, Bijulee Bhawan, Paltan Bazar, Guwahati-781001. The Bid document must be prepared as per guidelines laid down by assamtenders.gov.in and in conformity with the CVC guidelines, GFR and other procurement policy orders of the Government of India. The consultant/ firm must get the Bid documents verified by APGCL after preparation of the same. The consultant will be required to prepare working drawings deemed to be required for tender purpose including detailed specifications and Bill of Quantities
- Design, detailed 2D construction drawing and 3D rendered images of fixed items of work, loose furniture, interior related civil works, interior wall cladding, doors and windows. The architect should provide the following drawings:
 1. Floor lay-out plan.
 2. Furniture and fixtures lay-out plan.
 3. 2-D construction drawings of all furniture, utility cabinets, false partition and wall cladding.(Plan, Front elevation, Side elevation and sectional elevation)
 4. Electrical fixtures lay-out plan.

5. Electrical connection drawing.(Must include connection diagram of Distribution box and panels)
 6. Electrical wiring drawing.
 7. Sanitary and water supply drawing.
 8. Heating, Ventilation and Air Conditioning design.
 9. Schedule of door and windows. (Must include plan, elevation and section drawings of doors, windows and ventilators.)
 10. Detailed LAN connection drawing showing location of LAN ports and Wifi Routers.
 11. 3D rendered image of entire office space to be renovated and remodeled.
- Illumination design in conformity with SP 72: 2010, IS 2440:1975, IS 3646 (Part 1): 1992, IS 7662 (Part 1): 1974 and SP 41: 1987
 - Acoustic, Fire detection, Fire protection and Security Systems etc.
 - Graphic design and signage.
 - Indoor plants cape.
 - Selection of materials, equipment and other interior related elements.
 - Integration of all Engineering services.
 - Design of entrance lobby.
 - Access control and no touch security camera with attendance system.
 - Periodic inspection and evaluation of works at site.
 - Entire design should confirm to GRIHA norms.

Chapter-III

SCHEDULE OF SERVICES

It is highly advisable that the Architect/Architectural firm visits the Bijulee Bhawan office complex and inspects the work area before participating in the bidding process.

The Architect shall, after taking instructions from the Client, render the following services:

CONCEPT DESIGN [STAGE 1] :

Prepare conceptual designs with reference to requirements and basic approach to circulation, activity distribution, interaction and external linkages.

Prepare rough estimate of cost on area basis. During this stage, various rounds of discussions online/offline basis may be required as per need.

PRELIMINARY DESIGN [STAGE 2] :

Modify the conceptual designs incorporating required changes, prepare the preliminary drawings, schedule of finishes for the Client's approval.

Prepare preliminary estimate of cost including preliminary specifications of different items and schedule of work **so as to enable to run the daily office work during renovation and construction process.**

DRAWINGS FOR CLIENT'S /STATUTORY APPROVAL [STAGE 3] :

Prepare drawings necessary for Client's/ statutory approvals and ensure compliance with codes, standards and legislation, as applicable and suggest the Client in obtaining the statutory approvals thereof, **if required.**

WORKING DRAWINGS AND TENDER DOCUMENTS [STAGE 4] :

Prepare working drawings deemed to be required for tender purpose including detailed specifications and Bill of Quantities. **Preparation of detailed cost estimate** based on the applicable SOR of Assam PWD or DSR, CPWD, wherever applicable and on the basis of the prevailing market rate analysis where Central / State SOR rates are not available. The estimate should be comprehensive and should include all items like mode of measurement, quality control procedures on materials & works. **It is desired that the Consultant shall incorporate eco-friendly building materials, low VOC paints, energy efficient equipment's & fixtures, etc. in the Detailed Cost Estimate**

CONSTRUCTION [STAGE 5] :

Prepare and issue detailed working drawings for proper execution of works during construction including detailed specifications and Bill of Quantities and detailed cost estimate etc. should be approved by APGCL.

Approve samples of various elements and components.

Coordinate with other vendors like Air conditioning and Fire Fighting for proper implementation of the project.

Visit the site of work and fabrication workshop, at intervals mutually agreed upon, to inspect and evaluate the progress of works and where necessary clarify any decision, 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 Client informed and render advice on actions, if required.

In order to ensure that the work at site proceeds in accordance with the contract documents/ drawings and to exercise time and quality controls, the Architect shall make periodic supervision of the site and whereas day-to-day supervision will be carried out by a Construction Manager (Clerk of Works/ Site Supervisor or Construction Management Agency in case of a large and complex project), who shall work under the guidance and direction of the Architect.

The Consultant shall take-up 25 (twenty-five) nos. of site visits to the construction site as desired by the owner to ensure adherence of execution as per issued construction drawings & specifications including sorting out problems & issue necessary clarifications / instructions at site. No extra payment shall be made to the Consultant for the aforesaid 25 (twenty-five) no. of visits. However, the consultant shall indicate cost incurred by him against each site visit in his bid.

If situation arises, the client may request the Consultant to take additional site visits as per the requirements, for which consultant shall be paid at a rate of INR 3,000.00/- (Rupees Three Thousand only)

The attendance of the Construction Manager is to be recorded and if his/her services and attitude are found dissatisfactory, he/she will be expelled and the consultant have to assign another supervisor within 3 (three) days.

COMPLETION [STAGE 6]:

Prepare and submit completion reports and drawings for the project as required and assist the Client in obtaining "Completion/ Occupancy Certificate" from statutory authorities, wherever required.

Issue 3 (three only) sets of as built drawings including services and structures.

CHAPTER- IV

TERMS AND CONDITIONS

Validity of offer

The offer shall be valid for a period of 180 days from the date of opening of price bid.

Consultant's visit

The consultant shall be required to visit APGCL headquarter in Guwahati and other locations as and when necessary and **whenever demanded by APGCL at their own cost**. Consultant shall have to arrange for their own accommodation/travelling expenses.

Profile of Architect/Architectural Firm

The bidder must demonstrate that it has the personnel with required qualification and relevant experience for the key positions that meet the requirements.

The bidders shall provide details of the proposed personnel and their experience records in the relevant Forms (Bid Form-V) included in Chapter-VII.

Credential Verification of Consultant's Personnel.

The purchaser (APGCL) shall have the right to verify the authenticity of the consultant's entries as per the technical bid forms any time after submission of bid till completion of the work

Tender Fees/Earnest Money Deposit.

The bidders must submit the requisite Tender Fee and EMD. Bids received without requisite tender fee and EMD will be rejected.

INR 1,000/- (Indian Rupees One Thousand Only) Tender processing fees must be deposited online only.

INR 40,000/- (Indian Rupees Forty Thousand Only) as EMD amount for General Category and INR 20,000/- (Indian Rupees Twenty Thousand only) for ST/SC/OBC contractors must be deposited online or in the form of Bank Guarantee.

In case of Bank Guarantee, the bidder may submit the requisite bid security of **Rs. 40,000.00 (Rupees Forty Thousand Only)** only in the form of Bank Guarantee in favour of **“The Chief General Manager(F&A), APGCL, Bijulee Bhawan, Guwahati- 01”**. Bid Security in any other form will not be accepted. The Bid Guarantee submitted for Bid Security shall be valid for 180 days.

Original copy of the Bank Guarantee should reach the Tender Inviting Authority on or before the Technical Bid Opening.

The bidders are requested to advise the Bank Guarantee issuing bank to comply with the following and ensure to submit, the receipt of the copy of SFMS messages as sent by the issuing bank branch, along with the original BG in APGCLs tender issuing office:

The bank guarantee issued by the Bank must be routed through SFMS platform as per following details:

- i. MT/IFN 760/MT/IFN 760 COV for issuance of Bank Guarantee.
- ii. MT/IFN 760/MT/IFN 767 COV for amendment of Bank Guarantee.

The above message/intimation shall be sent through SFMS by the BG issuing Bank Branch to **AXIS Bank, Paltanbazar Branch, Account No: 375010200007573, IFS Code-UTIB0000375, Branch Address- AXIS Bank Ltd., Commercial Building, A.T. Road, Guwahati-01.**

In case of unsuccessful bidder, earnest money will be released on request from the bidder on a date subsequent to contract agreement with successful bidder.

In case of successful bidder, the earnest money will be retained until submission of the performance security deposit.

The Employer reserves the right to forfeit the earnest money or part thereof, in circumstances which according to him indicate that the bidder is not earnest in accepting/ executing any order placed by the Employer. Exemption of EMD to MSME's shall be provided as per provision of "Assam Procurement Policy 2015 & its further amendment".

Micro and Small Enterprise (MSEs) having registered with District Industries & Commerce Center, Assam may be exempted from furnishing the Earnest Money Deposit (EMD)/Bid Security subject to the submission of following documentary evidence online in a single pdf /jpg document (Instructions available in <https://assamtenders.gov.in>) :

1. Notarized copy of valid Entrepreneurs memorandum (EM Part -II) issued by District. Industries & Commerce Center, Assam or Udyog Aadhar Memorandum (UAM)/ UDYAM Registration Certificate for the Goods/Services in support of the RfS Documents.
2. Notarized copy of valid Registration Certificate issued by General Manager, DI & CC under Procurement Preference Policy, Assam, 2015 & Procurement Preference (Amendment) Policy, Assam, 2017.
3. Employment Certificate issued by the District Employment officer of the concerned district. The MSE Unit shall have employment of minimum 80% people of Assam in the Managerial cadre and minimum of 90% people of Assam in the Non – Managerial cadre.
4. Notarized copy of valid documentary evidence which states that “the head office or corporate office of such registered unit is within the territorial jurisdiction of Assam”.
5. Notarized copy of valid documentary evidence which states that “The manufacturing or Service unit is located within the State of Assam”.

PAYMENT SCHEDULE

The payment shall be made after due verification by the Engineer in Charge in the following stages consistent with the work done:

Sl. No.	Milestone	Percentage of Payment w.r.t.total Contract amount
1.	On completion of Preliminary Stage upto submission of Preliminary design, estimate & Architectural drawings (in 2D & 3D) for the Complete floor.	20%
2.	On submission of Detailed Cost Estimate, Technical Specification, BoQ & Bid Document and Notice Inviting Tender, Tender Drawings including obtaining approval from APGCL. Architectural Landscaping Drawing(in 2D & 3D) including Sanitary and Plumbing, Water Supply, Soil and Storm Water Drainage Systems, Parking Layout, Rain water Harvesting, etc.	60%
3.	On overall completion of the project	20%
	Total	100%

Milestone may be redefined as per need and completion timeline of the project.

All the cost of the establishment, works and services not specifically mentioned here but required to be done as per the scope of the consultancy services for completion for the work, shall be deemed to be included in the aforesaid terms of payment and no separate payment shall be made.

TIME OF COMPLETION:

The duration of Consultancy Works is estimated to last for **24 months** from the date of issue of the Letter of Intent.

Confidentiality of Data and Documents:

All Intellectual Property Rights (IPR) of data collected as well as the deliverables produced shall remain with the APGCL. All knowledge and information, which may be acquired during the assignment, shall be for all times and for all purposes, regarded as strictly confidential and held in confidence, and shall not be directly or indirectly disclosed to any person whatsoever, without the explicit written permission of APGCL.

Delay in Execution or Failure to complete the Contract

- i. Any delay in completion of the work shall attract liquidated damage/ penalty for late completion as per Liquidated Damage of this Tender.
- ii. If the Consultant fails to complete the entire work (as specified in scope of work) or fails to start the work within specified time frame after issue of Lol or fails to carry out the work as per agreed schedule or leaves the work site after partial execution of the work, APGCL shall have the right to get the work done through any other agency at the risk and cost of the Consultant. Further to this, APGCL may, without prejudice to the right of the Consultant to recover damages for breach of trust of the Contract, may impose penalties.
- iii. If, at any time, the CONSULTANT's actual progress falls behind or is likely to fall behind the agreed schedule of the break-up/detailed activities, the CONSULTANT shall submit to the OWNER, a revised programme with catch up schedule, taking into account the prevailing circumstances and delay in the respective activities / milestones. The CONSULTANT shall, at the same time/forthwith notify promptly to APGCL of the steps being taken to expedite progress of the activities, so as to achieve completion of such activities within the agreed Time schedule for Completion. The Consultant shall in order to overcome the situation, forthwith mobilise required additional resources like manpower, materials, machineries etc. to achieve the prescribed timeline/schedule at his risk and cost.
- iv. In case further slippage is observed in the progress of activities, as per agreed time schedule or failure by Consultant, at any stage of the Contract, to perform the Contract diligently to fulfil his obligations as

per the Contract, APGCL reserves the right to engage any other Contractor(s)/sub-contractor(s) at any time, at the risk and cost of the Consultant to ensure completion of the work in line with the agreed time schedule. Further, APGCL will also deduct Liquidated Damages (LD) arising out of any such delay, if any, as per the terms of this tender document or recover the costs, expenses, losses, damages incurred or suffered by APGCL as per the recourse available under this tender document or any other law for the time being in force.

Liquidated Damage (LD):

Delay in achieving mile stone as indicated by the APGCL for reasons attributable to the consultant shall lead to imposition of liquidated damage at the rate of 1% of work value per week of delay subject to a maximum of 10% of the work value.

PERFORMANCE –GUARANTEE OR SECURITY DEPOSIT (S.D.)

1. The security to be taken for due performance of the contract in terms of the 'contract agreement' will be a deduction of 10% (ten percent) from every ad-interim payment made on account of works performed, until the sum of these deductions and E.M. together becomes equal to 10 (ten) percent of the total executed value.
2. Such S.D. shall be forfeited or appropriated by the CGM (H&C), APGCL, BijuleeBhawan, Guwahati under authority of the owner in his discretion towards any loss, damage etc. that may be sustained by the APGCL as a result of breach of any terms, conditions of the contract by the contractor, notwithstanding other remedies open to the APGCL under the terms of the contract or law.
3. In the event of contractor's Security Deposit being appropriated towards loss, damage etc, the contractor shall forthwith recoup the amount to restore the Security Deposit to the full current value within 30 (thirty) days from the date of intimation.
4. Subject to the provisions mentioned above and the provisions of guarantee period of one year, the Security Deposit will be returned to the contractor on the due and satisfactory completion of the contract and after all claims of the APGCL shall have been settled. The APGCL will not pay any interest on the amount of Security Deposit of Performance Guarantee. If the work gets damaged during the defect

liability period due to default of the contractor or even otherwise (including due to force majeure) the CGM (H&C) reserves the right to forfeit the SD Money.

Limitation of Liability (LLP)

- i. The total liability of the Consultant under or in connection with this Tender and the consequent Contract shall not exceed the full Contract Price inclusive of taxes and duties.
- ii. This sub-Clause shall not limit the liability in case of fraud, deliberate default/ negligence, reckless misconduct or illegal or unlawful acts by the Consultant.

Responsibility of the Bidder

The Bidder shall provide guarantee and be entirely responsible for the execution of the Contract in accordance with this tender including but not limited to its specification, schedules, and annexure.

Arbitration

All disputes or differences whatsoever arising between the parties out of or relating to this order shall be settled mutually. However, if this cannot be settled mutually the same shall be settled by arbitration as per clause 33.00 of "General Condition of Supply and Erection of APGCL 2014". The venue of arbitration shall be at Guwahati.

CONTRACTUAL FAILURE:

In the event of Contractual Failure of any respect on the part of the successful bidder, APGCL shall be entitled to forfeit the EMD or any money received from the bidder and may take appropriate action under the terms of the Contract or Law.

SETTLEMENT OF DISPUTE:

In the event of any dispute or differences at any time arising between the parties relating to work or any other clauses or any content of the right and liabilities of the parties or other matters specified therein or with reference to anything arising out of the such dispute or differences shall be endeavored to be resolved by mutual negotiation. If, however, such negotiation is in fructuous, the dispute should be finally settled through Arbitration and Conciliation Act 1996 and its Amendments thereof by arbitrators appointed in accordance with the said Act. The decision of the arbitrator shall be final & binding upon the parties and the

expense of the arbitration shall be paid as may be determined by the arbitrator in accordance with provisions of Arbitration and Conciliation Act 1996. The arbitration proceedings shall be held in Guwahati.

TERMINATION:

APGCL may, by not less than 7 (seven) days written notice may terminate the contract, if the contractor:

- i. Fails to remedy a failure in the performance of his obligations,
- ii. Becomes insolvent or bankrupt,
- iii. Submit to APGCL statement which has a material effect on the rights, obligations or interest of APGCL and which the contractor known to be false,
- iv. As result of force majeure, if the whole work cannot be performed for a continuous period of 90 (ninety) days. APGCL shall make payment upon termination to contractor the services performed by the contractor to the entire satisfaction of APGCL prior to date of termination.

Other Terms and Conditions

Any other terms and conditions not covered in this tender document shall be treated as per "General Condition of Supply and Erection of APGCL 2014.

CHAPTER –V

EXPERIENCE AND EVALUATION CRITERIA

An Indian or International Consultants with its operational offices in India and having experience as prescribed hereunder:

Submission of documents with technical bids

- i) All documents in support of **Eligibility Criteria and Basic Qualifying Requirements** shall be submitted with the bid.
- ii) Certificates and testimonials in support of credentials of the bidder's organization.
- iii) Any other information, the bidder may feel facilitative in evaluating the bid.
- iv) Certificate from Registered Chartered Accountant in support of Audited Annual turn-over.

Bids submitted without anyone of the above documents shall be rejected outright.

Notwithstanding anything stated herein under, the Purchaser reserves the right to assess the capacity and capability of the bidder to execute the work.

Eligibility Criteria :

The Architects / Architectural Firms interested in the RFP for selection should meet the following qualification criteria:

Sl.no.	Eligibility Criteria
1	The applicant should be a registered member of the Council of Architecture.
2	The Architect must be engaged in Architectural Consultancy for the last 10 years as on 1 st August, 2022
3	Minimum average annual turnover must be minimum Rs 15 lakhs in the last 03 financial years, i.e 2019-20, 2020-21 and 2021-22

4	<p>The Architect should have completed 03 nos of similar consultancy projects of cost Rs. 7.5 lakhs</p> <p>or</p> <p>02 nos of consultancy projects of cost Rs. 12.5 lakhs</p> <p>or</p> <p>01 nos of consultancy projects of cost Rs. 20 lakhs</p> <p>in last 07 years ending last day of the previous month in which the RFP is invited. (Documents and photographs to be enclosed , preferably geo-tagged)</p>
5	<p>Architectural firm having experience in construction of eco friendly green/signature buildings shall be given preference. The decision regarding considering a building as a signature building will lie solely with APGCL Authorities.</p>

Documents to be Submitted:

1. Full details of the Proprietorship Firm / Partnership Firm / Public or Private Limited Company.
2. Documents like Photocopies of COA Registration Certificate, PAN Card, GST Registration Certificates, Last 3 Years IT Return (for the group of Companies wherever applicable) Partnership Deed (in case of Partnership Firm) and Registration Certificate.
3. In all the cases above all the proprietors/partners/directors of different kind of Organisations must be Registered with Council of Architecture, New Delhi, India.
4. Power of Attorney of the person who will sign this Tender Documents **(As per Format at Annex-II)**.
5. The Consultant must have successfully completed 3 nos of similar consultancy projects of cost of 7.5 lakhs or 02 nos similar consultancy projects of Rs.12.5 lakhs or 01 no similar consultancy projects of Rs. 20 lakhs in last 07 years

6. Copy of GST Registration and PAN

7. Notwithstanding anything stated above, the owner reverses the right to assess Bidder's capability and capacity to perform the contract should the circumstances warrant such assessment in the overall interest of APGCL and decision of APGCL in this regard shall be final.

Details for Submission of RFP

Profile of Architect/Architectural Firm (As per format at Annexure-I)

1	Details of Organizational Set-up
2	Experience details of projects.
3	Details of Manpower
4	List of clients
5	List of licensed software available

Bid Opening, Evaluation and Award of work:

- a) The technical bid is to be opened online.
- b) The Consultant must agree to the entire scope of work and deliverables (given in the Covering Letter Form). No proposal for deviation/ part scope of work will be considered.
- c) The bids will be evaluated on Quality cum Cost Based System (QCBS) as detailed hereunder. Quality and competence of the consulting service shall be considered as paramount requirement.
- d) The techno-commercial evaluation of bids shall be carried out as per **Quality & Cost Based Selection (QCBS)** System which includes 70% weightage of the scope of the quality (Techno-Commercial) Bid and 30% weightage of the Price Bid.
- e) **The Technical evaluation shall have total Hundred (100) marks, with minimum qualifying marks being Thirty five (35). The Price bid of only those Bidders who score a minimum of total Thirty Five (35) marks in Technical Bid with minimum qualifying marks in each of the individual Technical Bid Forms will be opened for evaluation. The technical evaluation shall be done based on the following criteria:**

Criteria for evaluation of Techno- Commercial Bid:

Sl. No.	Broad Criteria/ Technical Parameters for Selection	Max. Marks	Remarks												
1.	Design Concept:														
1.1	<p><u>Bid Form I & Bid Form II</u></p> <p>Architectural features, innovativeness, modern design approach & creating conducive atmosphere for corporate working space and effective utilization of space including in house capability for preparation of detailed architectural, structural & services design & drawings</p>	30	Marks shall be awarded considering the merit of the Design Concept paper and clarity of the bidder including a presentation and details of in-house computer aided design facilities available.												
1.2	<p><u>Bid Form III</u></p> <p>Experience in successfully executing consultancy services for Green/Signature Building.</p> <table border="1"> <thead> <tr> <th>#</th> <th>No. of completed projects</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>1</td> <td>5</td> </tr> <tr> <td>II</td> <td>more than 1 and upto 3</td> <td>7</td> </tr> <tr> <td>III</td> <td>more than 3</td> <td>10</td> </tr> </tbody> </table>	#	No. of completed projects	Marks	I	1	5	II	more than 1 and upto 3	7	III	more than 3	10	10	The decision regarding considering a building as a signature building will lie solely with APGCL Authorities.
#	No. of completed projects	Marks													
I	1	5													
II	more than 1 and upto 3	7													
III	more than 3	10													
2.	<p><u>Bid Form IV</u></p> <p>Number of similar consultancy projects executed by the Firm/ Architect during the amounting to minimum 25 lakhs</p> <p><u>Minimum Qualifying Marks =10</u></p> <table border="1"> <thead> <tr> <th>#</th> <th>No. of completed projects</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>Upto 3 no.s of similar</td> <td>10</td> </tr> </tbody> </table>	#	No. of completed projects	Marks	I	Upto 3 no.s of similar	10	30	Marks shall be awarded as per clear verifiable documents submitted. Work order and completion certificate of the completed consultancy projects must be submitted.						
#	No. of completed projects	Marks													
I	Upto 3 no.s of similar	10													

		works			
	II	More than 3 and upto 5 similar works	20		
	III	More than 5 similar works	30		
3.	<u>Bid Form IV</u> Experience of the firm in executing similar consultancy projects <u>Minimum Qualifying Marks =5</u>			10	Marks shall be awarded as per clear verifiable documents submitted. At least one project every year must be executed by the Firm/Architect (except Covid years, i.e 2020 and 2021)
	#	No. of years	Marks		
	I	10	5		
	II	More than 10 yrs and upto 15 yrs	7		
	III	More than 15 yrs and above	10		
4.	The bidder should have a Minimum Average Annual Turnover (MAAT) of Rs. 15 lakhs (Rupees fifteen lakhs) in India in last three financial years (FY 19-20, 20-21 & 21-22). Net Worth of the bidder should be positive for the 3 (three) preceding financial years (FY 19-20, 20-21 & 21-22). <u>Minimum Qualifying Marks =4</u>			10	Marks will be awarded as per CA certificate submitted
	#	Average Annual Turnover	Marks		
	I	15 lakhs	4		
	II	15-25	6		

	III	25-40	8		
	IV	More than 40 lakhs	10		
5.	<u>Bid Form V</u> List of key personnel to be engaged in the project Number of technical staff (Architects and engineers) in main office (on pay roll) <u>Minimum Qualifying Marks =4</u>			10	Marks shall be awarded as per the list of personnel engaged including copies of the respective resumes.
	#	No. of personnel	Marks		
	I	Upto 5	4		
	II	More than 5 and upto 8	6		
	III	More than 8 and upto 10	8		
	IV	More than 10	10		
	Total			100	

Commercial Bid (at Annexure-III)

1. The rate quoted shall be in absolute figures (inclusive of GST and other applicable taxes(if any) shall be paid as extra as per the prevailing Government norms and rules) and should be quoted after careful and detailed examination of the work site. The Architectural firm must have satisfied itself of any variations/ alterations in the work and quote the rates considering any variations/ fluctuations that may arise at a later stage.
2. The rate shall include complete scope of work as mentioned under “**Scope of Work**” of this document.
3. The rates shall be firm for the entire duration of work.
4. No price escalation shall be considered at a later stage.

Evaluation Process

Bid evaluation Procedure

The bids shall be evaluated on Quality cum Cost Based System (QCBS) as detailed hereunder. Quality and competence of the consulting service shall be considered as paramount requirement. The criteria are to be satisfied with necessary documents like W.O./completed certificate during last seven years in India reckoned from date of technical opening.

The Technical evaluation shall have total Hundred (100) marks, with minimum qualifying marks being Thirty Five (35). Financial offers of only technically qualified firms would be opened.

The technical score secured by the bidder will be:

T=70% of the marks scored by the Bidder

The qualified financial proposal with lowest total cost “B min” will be given a financial score of 30 and other proposals given financial scores that are inversely proportional to their prices.

F = 30 X (B min / B) where ‘B’ indicates the quoted bid price.

- Overall scoring (R) shall be calculated as under: **R= T + F**

The bidders securing the highest scoring (R) shall be the “most preferred bidder (L-1 bidder)”.

Any information contained in the Application shall not in any way be construed as binding on the APGCL, its agents, successors or assigns, but shall be binding against the Applicant if it is subsequently empanelled on the basis of such information.

APGCL reserves the right not to proceed with the Award of Process at any time without notice or liability and to reject any or all Application(s) without assigning any reasons

If any information furnished by the Applicant is found to be incomplete, or contained in formats other than those specified herein, APGCL may, in its sole discretion, may consider the bid as non- responsive.

Award of work:

APGCL will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and as per evaluation criteria mentioned in this tender document, further provided that the Bidder is determined to be qualified to perform the contract satisfactorily.

APGCL shall evaluate the response on the basis of Eligibility Criteria mentioned in the bid document & price BIDs of qualified bidders only shall be considered.

CHAPTER-VI

GENERAL INSTRUCTIONS TO BIDDERS

The tender document can be downloaded from <https://assamtenders.gov.in> and the tender fee and EMD has to be submitted as detailed in **Chapter IV**

The current document is the request for proposal, which is issued to all the Bidders, requesting a proposal **Providing Comprehensive Architectural Services(Interior Designing including Electrification, HVAC, Acoustic Control Sanitary & Plumbing and other related Works For “Renovation of office space at third floor, Bijulee Bhawan, Paltan Bazar, Guwahati-781001”on a fixed price basis**. A Consultant would be selected through QCBS process for execution of the Project.

The Owner expects Bidders to confirm compliance to RFP terms, conditions and specifications at the time of submission of Bids, failing which the Bids are liable to be rejected. Hence, the Bidders in their own interest are advised to submit their Bids complete in all respects conforming to all terms and conditions of this RFP.

Before submitting the Tender, the instructions may be read carefully regarding submission of Tender. If any bidder finds discrepancies or omissions in the Tender documents or is in doubt as to the true meaning of any part, he shall clarify same from the Tender issuing office in writing before the due date of submission of the queries.

Bids shall be evaluated based on the information/documents available in the Bid. Hence, Bidders are advised to ensure that they submit appropriate and relevant supporting documentation along with their proposal in the first instance itself. Bids not complying with the requirements of this RFP are liable to be rejected without any further opportunity.

The Owner reserves the right, to accept or reject any Bid and to annul the bidding process and reject all Bids at any time prior to award of the Agreement, without assigning any reason thereof and without thereby incurring any liability to the affected Bidder(s).

Tender Issuing Authority reserves the right to cancel the NIT or to change qualifying requirement or to reject any or all the tenders so received without assigning any reason.

All rates shall be quoted on the proper form i.e. price bid supplied as part of the Tender documents on e-procurement portal by the Tender Issuing Authority.

APGCL does not bind itself to accept the lowest Bid and reserves to itself the right to accept the whole

or any part of the Tender and the Bidder shall be bound to perform the same at the rate quoted in this Tender.

APGCL is not bound to award work to Lowest Quoted (L1) or Highest Rank Bidder emerging out of the Bid evaluation. APGCL decision to choose the Bidder based on selection criteria and its own interest shall be final and binding to the Bidder.

Local Regulatory Frame Work:

1) It shall be imperative for each Bidder to fully inform itself of all local conditions, laws and factors which may have any effect on the execution of the Contract as described in the Bidding Documents. The Owner shall not entertain any request for clarification from the Bidder, regarding such local conditions.

2) It is the responsibility of the Bidder that such factors have properly been investigated and considered while submitting the Bid proposals and that no claim whatsoever including those for financial adjustment to the Contract awarded under the RFP document shall be entertained by the Owner and that neither any change in the time schedule of the Contract nor any financial adjustments arising thereof shall be permitted by the Owner.

Clarifications to Tender Document:

A Bidder requiring any clarification of the Tender documents may notify by e-mail to saurav.saikia@apgcl.org

Acceptance of Bids:

APGCL neither bind itself neither to accept the lowest nor to assign any reason for the rejection of any Bid. It is also not binding on APGCL to disclose any analysis report.

Withdrawal of Invitation to Bid:

While APGCL has floated this Tender and has requested Bidders to submit their proposals, APGCL shall always be at the liberty to withdraw this invitation to bid at any time before the acceptance of bid offer.

Representative/ Agent of Bidder:

All the Bidders are requested to mention the name of their authorized representative/ agent, if any, with full address in the Bid. In case the representative is changed during the bidding process such changes shall be notified by the Bidder, failing which, APGCL shall not accept any responsibility.

Right to Accept or Reject any or all Bids:

- 1) Notwithstanding anything contained in this Tender, the Owner reserves the right to accept or reject any Bid and to annul the bidding process and reject all Bids at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.
- 2) The Owner reserves the right to reject any Bid and appropriate the EMD if:
 - a. at any time, a material misrepresentation is made or uncovered, or
 - b. the Bidder does not provide, within the time specified by the Company, the supplemental information sought by Company for evaluation of the Bid.
- 3) Such misrepresentation/ improper response shall lead to the disqualification of the Bidder. If such disqualification / rejection occur after the Bids have been opened and the Successful Bidder gets disqualified / rejected, then the Owner reserves the right to:
 - a. select the next Bidder with the Lowest Bid Value as the Successful Bidder;
 - b. Take any such measure as may be deemed fit in the sole discretion of the Owner, including annulment of the bidding process.
- 4) In case it is found during the evaluation or at any time before signing of the Contract or after its execution and during the period of subsistence thereof, that one or more of the pre-qualification conditions have not been met by the Bidder or the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith, if not yet appointed as the Consultant either by issue of the Lol or entering into of the Contract Agreement, and if the Successful Bidder has already been issued the Lol or has entered into the Contract Agreement, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this Tender, be liable to be terminated, by a communication in writing by the Owner to the Consultant, without the Owner being liable in any manner whatsoever to the Bidder or Consultant, as the case may be. In such an event, the Owner shall forfeit and appropriate the bank guarantees without prejudice to any other right or remedy that may be available to the Owner.

5) The Owner reserves the right to verify all statements, information and documents submitted by the Bidder in response to the Tender Documents. Failure of the Owner to undertake such verification shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of the Owner there under.

Amendment to this document

At any time prior to the date of submission of the Application for award APGCL may, for any reason whatsoever, whether on its own initiative or in response to any request for clarification modify this document through the issue of addenda.

Modifications/ substitutions/ withdrawal of Applications

The Applicant may modify, substitute or withdraw its application after submission, provided that written notice of the modification, substitution or withdrawal is received by APGCL prior to the last date of submission of tender. No Application shall be modified, substituted or withdrawn by the applicant on or after this last date of submission of tender.

The modification, substitution or withdrawal notice shall be prepared, sealed, marked as per procedure mentioned above and delivered before opening of Techno-commercial BID, with the envelopes being additionally marked “**MODIFICATION**”, “**SUBSTITUTION**” or “**WITHDRAWAL**”, as appropriate.

Any alteration/ modification in the Application or additional information supplied subsequent to the Application Due Date, unless the same has been expressly sought for by APGCL, shall be disregarded.

Clarifications

To facilitate evaluation of Applications, APGCL may, at its sole discretion, seek clarifications from any Applicant regarding its Application. Such clarification(s) shall be provided within the time specified by APGCL for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing/email. Applicant must provide active “email id” of authorized signatory for any such correspondence. APGCL may on a Suo-moto basis, if deemed necessary, issue interpretations and clarifications to all Applicants. All written clarifications and interpretations issued by APGCL shall form part of this document.

Any addendum/corrigendum/extension etc. will be made available in <https://assamtenders.gov.in> only. No separate reply/ intimation shall be given for the above, elsewhere.

If an Applicant does not provide clarifications sought within the prescribed time, his Application shall be liable to be rejected. In case the Application is not rejected APGCL may proceed to evaluate the Application by construing the particulars requiring clarification to the best of its understanding, and the Applicant shall be barred from subsequently questioning such interpretation of the APGCL.

Submission of Bids:

A Bidder is eligible to submit only one Bid for this RFP. A Bidder shall not be entitled to submit another Bid either individually or in a Consortium, as the case may be.

The Bid must be submitted in online mode and a hard copy of the bid should be submitted. The Bidder shall upload the scanned tender document duly signed and stamped on each page of tender as token of his acceptance along with his bid and also scanned copies of all requisite documents as sought in this tender. The Bidder will be required to encrypt & sign its online bid using own Digital Signature Certificate (Class- II or higher with both Signing and Encryption Certificates). Prospective Bidders must procure DSC before participating in the tenders.

For user manuals with detailed guidelines on enrollment and participation in the online bidding process and any other details related to E-Tendering, please visit <https://assamtenders.gov.in>.

In addition to bid submitted online, all the relevant documents as per requirement of the Tender shall also be submitted physically along with the proof of Tender Fee and EMD in sealed cover so that the same is received in this office on or before the due date and time. All such documents should be strictly submitted physically and must reach within specified time mentioned in the NIT by Registered Post A.D. or Speed Post or by Hand Delivery addressed to: Chief General Manager (H&C), Assam Power Generation Corporation Limited, 3rd Floor, Bijulee Bhawan, Paltanbazar, Guwahati-781001, super scribing the envelope with Tender No., Name of Work, and Due Date. Otherwise, the offer will not be considered and no any further communication in the matter will be entertained.

Outer Envelope: shall bear the following identification

Tender No. , Name of Work for “**Selection of Architects/Architectural Firms for Providing Comprehensive Architectural Services (Interior Designing including Electrification, HVAC, Acoustic Control, Sanitary & Plumbing and other related Works) for “Renovation of office space at third floor, Bijulee Bhawan, Paltan Bazar, Guwahati-781001”.**”

Cover-I: shall bear the following identification

Signed and sealed RFP Document along with all enclosures for “**Selection of Architects/Architectural Firms for Providing Comprehensive Architectural Services (Interior Designing including Electrification, HVAC, Acoustic Control, Sanitary & Plumbing and other related Works) for “Renovation of office space at third floor, Bijulee Bhawan, Paltan Bazar, Guwahati-781001”**”

Cover -II shall bear the following identification:

Proof of Tender fees of the Bid and EMD

Each of the envelopes shall clearly indicate the name and address of the Bidder. In addition, the Bid Due Date should be indicated on the right-hand top corner of each envelope.

Offered Price” duly filled shall be **submitted in the format given online only. Offered Price shall have to include GST.** No stipulation, deviation, terms and conditions, presumption etc. shall be stated in priced part of bid. APGCL shall not take cognizance of any such statement and may at their discretion reject such price bids. **Also, price quoted by the bidder must be in INR.**

Bid Due Date:

- 1) Bids should be submitted before the Deadline for Submission of Bid as specified in NIT.
- 2) APGCL may, in its sole discretion, extend the Bid due date by issuing an Amendment/ Addendum uniformly for all Bidders.

Late Bids:

Bids received by the Owner after the specified time on the bid due date shall not be eligible for consideration and shall be summarily rejected. In case of the unscheduled holiday being declared on the prescribed closing/opening day of the Bid, the next working day shall be treated as the scheduled prescribed day of closing/opening of the Bid.

Confidentiality

Information relating to the examination, clarification, evaluation and recommendation for the Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising the Company in relation to or matters arising out of, or concerning the bidding process. The Company will treat all information, submitted as part of the Bid, in confidence and will require all those who have access to such material to treat the same in confidence. The Company may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or the Company.

Fraudulent Practices:

- 1) The Bidders may please note that the Owner shall not entertain any correspondence or queries on the status of the Bids received against this RFP. Bidders are advised not to depute any of their personnel or agents to visit the Owner's office for making such inquiries.
- 2) Any effort by a Bidder to influence the Owner on the Bid evaluation, Bid comparison or Contract award decision may result in the rejection of the Bidder's Bid.

Conditions for Forfeiture of Bid Security

Bid Security shall be forfeited in the case of a successful bidder, if the bidder fails within the specified time limit to furnish the acceptance of Letter of Award along with the required documents including Performance Bank Guarantee.

Ineligibility for Future Tenders

Notwithstanding the provisions regarding forfeiture of Bid Security specified above, if a bidder after having been issued the Letter of Award / Purchase order, either does not accept the Letter of Award or does not submit an acceptable Performance Bank Guarantee which results in tender being annulled then such bidder shall be treated ineligible for participation in re-tendering of this particular tender.

Determination of Responsiveness

Prior to the detailed evaluation, APGCL will determine whether the bid is of acceptable quality, is generally complete and is substantially responsive to the bidding document. For purpose of this determination, a substantially responsive bid is one that conforms to all the terms, conditions and specifications of the bidding documents without material deviations, objections, conditions or reservations;

that effects in any substantial way the scope quality or performance of the contract or

that limits in any substantial way inconsistent with the bidding document the APGCL's right or the successful bidders obligation under the contract or

whose rectification would unfairly affect the competitive position of other substantially responsive BIDs.

Discrepancies in BID

In case of discrepancies in bids, the following will be adopted to correct the discrepancies for the purpose of evaluation.

- In case of discrepancy between the original & copies of bid (hard & soft copies), the original bid (uploaded in the e-procurement portal) will be considered as correct.
- In case of discrepancy between unit price in figures and words, the unit price in words will be considered as correct.

Obligations of the Bidder

The Bidder shall perform the Services and carry out their obligations with all due diligence, efficiency, and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advance technology and safe methods. The Bidder shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to APGCL and shall at all times support and safeguard APGCL's legitimate interests.

CHAPTER-VII

BID FORMS

Covering Letter

(To be submitted on the Company's Letter Head with full postal address, telephone no., fax no. & e-mail address)

To,

**Chief General Manager (Hydro & Civil)
APGCL, 3rd Floor, Bilulee Bhawan,
Paltanbazar, Guwahati-781001**

Sub: Selection of Architects/Architectural Firms for Providing Comprehensive Architectural Services (Interior Designing including Electrification, HVAC, Acoustic Control, Sanitary & Plumbing and other related Works) for "Renovation of office space at third floor, Bijulee Bhawan, Paltan Bazar, Guwahati-781001

Sir,

1. This has a reference to your Empanelment notice, which appeared in www.apgcl.org and assamtenders.gov.in inviting "Request for Proposal (RFP)" for Selection of Architects/Architectural Firms for Providing Comprehensive Architectural Services (Interior Designing including Electrification, HVAC, Acoustic Control, Sanitary & Plumbing and other related Works) for "Renovation of office space at third floor, Bijulee Bhawan, Paltan Bazar, Guwahati-781001."
2. I have fully studied and understood the clauses mentioned in the detail notice and the guidelines for empanelment and all information / details provided therein.
3. Annexed to this application are the certified copies of documents conveying and confirming the signatories' legal status.
4. All information / particulars as mentioned in the detail notice inviting "Request for Proposal (RFP)" have been submitted herewith.
5. APGCL and its authorized representatives are hereby authorized to conduct or to make any enquiry or investigations to verify the statements / information submitted with this application.

The undersigned hereby declares that the statement made and the information provided in this application is complete, true and correct in all respects.

I accept and confirm.

Date:

(Signature of the Applicant)

Place:

(Designation)

BID FORM-I
(For Full Technical Proposal Only)

Maximum marks =30

Description of Approach & Methodology including work plan for the scope of works
(Presentation to be shared at the time of bid opening)

Bid Form-I: A description of the approach, methodology, details of in house computer aided design facilities available and work plan for performing the work:

- a) Approach and Methodology
- b) Details of in house computer aided design facilities available
- c) Work Plan
- d) Presentation
 - a. **Technical Approach and Methodology.** {Please explain your understanding of the objectives of the assignment as outlined in the Scope of Work, the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output
 - b. Details of in house computer aided design facilities available
 - c. **Work Plan.** {Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client). The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the scope of work and ability to translate them into a feasible working plan. The work plan should be consistent with the Time of Completion}
 - d. **Presentation :** The presentation should encompass all the aforementioned points.

Bid Form-II

DETAILS OF LICENSED SOFTWARE

Certified that we have the following licensed software for **Providing Comprehensive Architectural Services (Interior Designing including Electrification, HVAC, Acoustic Control Sanitary & Plumbing and other related Works)For “Renovation of office space at third floor, Bijulee Bhawan, Paltan Bazar, Guwahati-781001”**

Sl.No	Description of Software & Version	Purchase date	Licensed Yes/No	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				

BID FORM-III

Details of Experience of the firm in executing Green/Signature Building consultancy projects in reference to Qualifying Requirement.

Maximum marks =10

a	b	c	d	e	f
Sl. No.	Name of Project	Name of the Client & Address	Project Description: Detail scope of work	Year of completion	Completion Certificate from the Client
1					
2					
3					
4					
5					

Documents required in support of entries in this table

1. Copy of work order/Contract Document for column (e).
2. Certificate of completion from client for column (f).

Note:

- a) Do not include Work(s) not as per qualifying criteria indicated in Bid Evaluation Criteria here.

Signature & seal of bidder

BID FORM-IV

Details of Experience of the firm in executing similar consultancy projects in reference to Qualifying Requirement.

Minimum Marks = 5

Maximum marks =10

a	b	c	d	e	f
Sl. No.	Name of Project	Name of the Client & Address	Project Description: Detail scope of work	Year of completion	Completion Certificate from the Client
1					
2					
3					
4					
5					

Documents required in support of entries in this table

1. Copy of work order/Contract Document for column (e).
2. Certificate of completion from client for column (f).

Note:

a) Do not include Work(s) not as per qualifying criteria indicated in Bid Evaluation Criteria here.

Signature & seal of bidder

BID FORM-V

Credentials of Consultant's experts. (Number of technical staff, i.e Architects and Engineers engaged by the Architect/Firm).

Minimum Marks = 4

Maximum marks =10

Name of Person	Qualification	Numbers of completed/ongoing projects in the field of Providing Comprehensive Architectural Services (Interior Designing including Electrification, HVAC, Acoustic Control, Sanitary & Plumbing and other related Works)	Date of joining in the Consultant's Firm

Documents required in support of Experience	(a) Certificate of University in respect of educational qualification
	(b) Bidder's certificate in respect of experience & date of joining of firm

Signature & seal of bidder

Company Profile and Organization Structure

Name of the bid	Selection of Architects/Architectural Firms for Providing Comprehensive Architectural Services (Interior Designing including Electrification, HVAC, Acoustic Control, Sanitary & Plumbing and other related Works) for “Renovation of office space at third floor, Bijulee Bhawan, Paltan Bazar, Guwahati-781001
Name of the bidder	
Registration Number with Council of Architecture (COA).	
Year of establishment of Firm	
Address of bidder for communication with email ID, postal address, Land line and mobilephone number.	
Name and address of person who is authorized to sign bid document and commit on behalf of the bidder with postal address, email ID, Land line and mobile phone number.	
Name and address of person who will be the Team Leader/Project manager and coordinate with APGCL for successful completion of the consultancy service with postal address, email ID, Landline and mobile phone number.	
GSTIN of the firm/Architect	
Details of payment for purchasing tender document	

Signature & seal of bidder

POWER OF ATTORNEY

(To be on non-judicial stamp paper of appropriate value as per Stamp Act relevant to place of execution.)

Power of Attorney to be provided by the Bidding Company in favour of its representative as evidence of authorized signatory's authority.

Know all men by these presents, We (name and address of the registered office of the Bidding Company as applicable) do hereby constitute, appoint and authorize Mr./Ms. (name & residential address) who is presently employed with us and holding

the position of(designation) as our true and lawful attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to submission of our Bid for award in response to the RFP (NIT No._issued by Assam Power Generation Corporation Limited, Guwahati-1 including signing and submission of the BID and all other documents related to the BID, including but not limited to undertakings, letters, certificates, acceptances, clarifications, guarantees or any other document which the APGCL may require us to submit. The aforesaid Attorney is further authorized for making representations to the APGCL and providing information / responses to APGCL, Guwahati representing us in all matters before APGCL, Guwahati and generally dealing with APGCL, Guwahati in all matters in connection with BID till the completion of the bidding process as per the terms of the above- mentioned RFP.

We hereby agree to ratify all acts, deeds and things done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall be binding on us and shall always be deemed to have been done by us.

All the terms used herein but not defined shall have the meaning ascribed to such terms under the RFP.

Signed by the within named

..... (Insert the name of the executant's company)

through the hand of

Mr.

duly authorized by the Board to issue such Power of Attorney Dated this

..... day of

Accepted

.....

Signature of Attorney

(Name, designation and address of the Attorney) Attested

.....(Signature of the executant)

(Name, designation and address of the executant)

.....

Signature and stamp of Notary of the place of execution

Commercial Bid

Name of the Work	Quoted Rate in figure (inclusive of GST)	Quoted Rate in words (inclusive of GST)
Providing Comprehensive Architectural Services(Interior Designing including Electrification, HVAC, Acoustic Control Sanitary & Plumbing and other related Works For “Renovation of office space at third floor, Bijulee Bhawan, Paltan Bazar, Guwahati-781001”		

ANNEXURE IV

Drawing attached separately