



**OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH**

No. DU/RG/EOI/2024/6524

Date: 13/02/2024

**NOTICE INVITING EXPRESSION OF INTEREST**

Expression of Interest (EOI) is invited from experienced/reputed Architects/Architectural Firm/Consultant for Empanelment as Architect/Architectural Firms for providing Comprehensive Architectural Services (Civil, Interior Designing, Electrification, HVAC, Acoustic Control, Sanitary & Plumbing and other related Works) at Dibrugarh University. The detailed specifications of the items are provided in **ANNEXURE-I** for the year 2024-25. Last date of submission of EOI with all relevant papers is 29/02/2024 up-to 01:00 P.M. at the office of the undersigned.

Availability of Bid papers	From 13/02/2024 to 29/02/2024
Last date for submission of EOI	29/02/2024 up-to 01:00 P.M.
Time & Date of opening of EOI	29/02/2024 at 02:30 P.M.
Place of opening of EOI	Office of the Registrar, D.U.
Cost of Document	2,000/- Non refundable

Interested bidders shall have to submit their offers/quotations separately submitted in 02 (two) parts, *i.e.* **Part - I** (TECHNICAL BID) and **Part – II** (FINANCIAL BID). The Technical Bid shall be opened on above mentioned date and time and the Financial Bid of only those bidders who qualify in Technical Bid shall be opened on the same date or at a later date which shall be intimated to the tenderer whose Technical Bid are found to be valid. Dibrugarh University reserves all the rights to reject any or all the tenders without assigning any reason thereof.

The interested suppliers are requested to read all the instructions and Terms and Conditions.

**Sd/-**  
**Registrar**  
Dibrugarh University  
Dibrugarh

Copy to:-

1. The Vice Chancellor, D.U. for favour of information.
2. The Joint Registrar (Admn.), D.U. for information.
3. The University Engineer, Planning & Construction Branch, D.U. for information.
4. The Programmer, D.U. for information and necessary action.
5. Office file

**Sd/-**  
**Registrar**  
Dibrugarh University  
Dibrugarh

## INDEX

<b>Sl. No.</b>	<b>Topics</b>	<b>Page no.</b>
1	Notice Inviting EOI	
2	Schedule of Invitation of EOI	
3	Background	
4	Scope of Work	
5	Schedule of Services	
6	Eligibility criteria	
7	Details for Submission of EOI	
8	Details of Architect/ Architectural Firm	
9	Commercial Bid	

## **1. Background:**

Dibrugarh University, one of the easternmost University in India, was established in 1965 consequent upon the provisions of the Dibrugarh University Act, 1965, enacted by the Assam Legislative Assembly. It is a leading research and innovation driven University that acts as a spatial slot to configure the socio-cultural dynamics of North East India. The University encourages myriad enterprises that harbour on a constellation of thinking, theorizing, and reflection.

Dibrugarh University is one of the educational centres of excellence, seeking to amalgamate multi-disciplinary fields with numerous theoretical perspectives, the realm of cultural diversity with the praxis of knowledge, and region-specific issues with a global horizon. The University has a prolific and productive industrial academia interface. With its strong global links in teaching and research programmes, the University offers dynamic educational experiences that prepare the next generation to lead and make a difference and thus contribute to the society at large. The University hosts 177 affiliated colleges and institutes that spread over nine districts of Assam. Dibrugarh University is a member of the Association of Indian Universities and is recognised by all the universities in India and abroad.

It is situated at Rajabeta, five kilometres to the South of the Dibrugarh town and well connected by road, rails, air and waterways. The University has a vast sprawling campus (550 acres) set in bucolic and idyllic surroundings. Dibrugarh, which is one of the commercial and industrial hubs of North East India, also occupies a unique place in the field of art, literature and culture. It is internationally known as a rich tea producing district, and is also on the global map for its rich reserve of minerals like coal, oil and natural gas. Its diverse flora and fauna make it an exciting region from the environmental and ecological point of view. The various people who inhabit this district present a polychromatic ethnic mosaic and make it a very attractive destination for academia all over the globe.

## **2. Scope of Work:**

The intending bidder is required to provide the following services:

- a) Site evaluation and assessment.
- b) Interior design and space planning.
- c) Preparation of Detailed Bill of Quantities and specifications and estimate of cost.
- d) Design of fixed items of work, loose furniture & interior related civil works.
- e) Illumination design.
- f) Acoustic, Air Conditioning and Fire Detection & Fighting design.
- g) Graphic design and signage.
- h) Indoor plants cape.
- i) Selection of materials, equipment and other interior related elements.
- j) Integration of all Engineering services.
- k) Inspection and evaluation of works at site periodically.

### **3. SCHEDULE OF SERVICES:**

The Architect/Architectural firm/Consultant shall, after taking instructions from the authority of Dibrugarh University, render the services as stated from sl. 4 to 9.

### **4. CONCEPT DESIGN:**

- a) To prepare conceptual designs with reference to requirements and basic approach to circulation, activity distribution, interaction and external linkages.
- b) To prepare rough estimate of cost on area basis.

### **5. PRELIMINARY DESIGN:**

- a) To modify the conceptual designs incorporating required changes, prepare the preliminary drawings, schedule of finishes for the approval of the authority of this University.
- b) To prepare preliminary estimate of cost including preliminary specifications of different items and schedule of work so as to enable to run the laboratory work during renovation and construction process.

### **6. DRAWINGS FOR APPROVAL:**

- a) To prepare drawings necessary for Dibrugarh University approvals and ensure compliance with codes, standards and legislation, as applicable and assist the authority of Dibrugarh University in obtaining the statutory approvals thereof, if required.

### **7. WORKING DRAWINGS AND TENDER DOCUMENTS:**

- a) To prepare working drawings required for tender purpose including detailed specifications and Bill of Quantities (BoQ) sufficient to prepare estimate of cost and tender documents including code of practice covering aspects like mode of measurement, quality control procedures on materials & works.

### **8. CONSTRUCTION:**

- a) To prepare and issue the detailed working drawings for proper execution of works during construction.
- b) Get approval of samples of various elements and components.
- c) To establish smooth coordination with other vendors like Air conditioning and Fire Fighting for proper implementation of the project.
- d) Visit the site of work and fabrication workshop, at intervals to inspect and evaluate the progress of works and where necessary clarify any decision, offer interpretation of

the drawings/specifications, convene and attend conferences and meetings to ensure that the project proceeds in accordance with the conditions of contract and keep the authority of Dibrugarh University informed and also render advice on actions, if required.

- e) 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 selected Architect/Architectural firm/Consultant 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.
- f) Issue Certificate of provisional Completion of works.

**9. COMPLETION OF PROJECT:**

- a) To prepare and submit completion reports and drawings for the project as required and assist the authority of Dibrugarh University in obtaining "Completion/ Occupancy Certificate" from statutory authorities, wherever required.
- b) Issue 3 (three only) sets of as built drawings including services and structures.

**10. Evaluation Criteria:**

(i) The Architect/Architectural Firm/Consultant meeting the initial eligibility criteria will be further evaluated and shortlisted based on the following parameters based on marks as indicated:

Sl. No.	Particulars	Marks
A	Work Experience (Educational Campus Planning)	10 Marks
B	Comprehensive Architectural Consultancy of University / Institutional buildings/ Educational buildings/ buildings in educational campus	15 Marks
C	Architectural Competition won during practice (National Level)	10 Marks
D	Experience in Green Buildings	10 Marks
E	Average Annual Financial Turnover	40 Marks
F	Presentation of the earlier executed projects before the Committee constituted by the authority of Dibrugarh University.	15 Marks

**10.01. Documents to be submitted:**

The Architects / Architectural Firms/Consultant interested in the EoI 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 applicant should be empaneled with the Assam Public Works Department(APWD)/CPWD/PSE/Autonomous Bodies
3	The Architect should have a registered office in Assam and must be engaged in

	Architectural Consultancy for the last 10 years as on 31st January, 2024.
4	Full details of the Proprietorship Firm / Partnership Firm / Public or Private Limited Company
5	Documents like Photocopies of COA Registration Certificate, APWD /CPWD/PSE/Autonomous Bodies registration, PAN Card, GST Registration Certificates, Last 3 Years IT Return (for the group of Companies wherever applicable), Partnership Deed (in case of Partnership Firm), Registration Certificate and Memorandum of Association (for Private Limited or Limited Companies).
6	Attested photocopy of performance certificate(s) from the client for the completed work clearly mentioning the Area of the campus/building, value of buildings, location and year of completion.
7	An undertaking duly attested by Notary in a non-judicial stamp paper of value Rs. 100/- regarding their non-black listing/debarring in any of the Govt. Department, Universities and Public Sector Undertaking/Enterprise in India and Central Vigilance Commission during last 3 years.

### 10.02 Profile of Architect/Architectural Firm

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

### 10.03. Commercial Bid

- a) The rate quoted shall be in % percentage of the project cost.
- b) The rate shall include cost of 3 dimensional views, CAD drawings, presentation drawings, etc. prepared for design and execution of the project.
- c) GST and other applicable taxes (if any) shall be paid as extra as per the prevailing Government norms and rules.

### 10.04. Submission Process

- a) Interested applicant may furnish their expression of interest (EoI) in 02 (two) separate envelopes, one containing the commercial bid superscribing “Commercial Bid” and the second containing the technical bid superscribing “Technical Bid” and both the envelope should be sealed inside a third envelope super scribing “*EOI for Selection of Architects/Architectural Firms for Providing Comprehensive Architectural Services (Civil, Interior Designing, Electrification, HVAC, Acoustic Control, Sanitary & Plumbing and other related Works) for Dibrugarh University*” and addressed the same to The Registrar, Dibrugarh University, Dibrugarh–786004, Assam.

- b) The EoI submitted by the applicant shall remain valid for a period of 90 days after the closing date (deadline) for submission of EoI prescribed in this document. EoI valid for shorter period may be rejected as non-responsive. The Employer may solicit the applicants consent to an extension of EoI validity (but without the modification of terms in their EoI).
- c) The Employer reserves the right to withdraw this E oI, if he/she determines that such action is in the best interest of the University. The Employer undertakes that all the information shared by the applicant will be held in strict confidence and will not be made public unless directed by court of law.

#### **10.05. Disqualification**

- a. The Employer may at its sole discretion and at any time during the evaluation of EoI, disqualify any applicant, if the applicant Submitted the EoI after the response deadline, made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;
- b. Exhibited a record of poor performance such as abandoning works, not properly
  - i. completing the contractual obligations, inordinately delaying completion or financial failures, *etc.* in any project in the preceding three years;
- c. Submitted a EoI that is not accompanied by required documentation or is non-responsive;
- d. Failed to provide clarifications related thereto, when sought; (vi) submitted more than one EoI;
- e. Was declared ineligible/blacklisted by the Government of India/State/UT Government; Should not be in litigation with any Government in India.

**10.06.** Confidentiality Information relating to the examination, clarification, comparison and evaluation of the EoI submitted shall not be disclosed to any of the responding applicants or their representatives or to any other persons not officially concerned with such process until the evaluation process is complete. Undue use by any applicant of confidential information related to the process may result in rejection of its EoI.

#### **10.07. Disclaimer**

- a) The information submitted in response to this EoI may be subject to the public release (as per RTI norms). Therefore, do not include proprietary or confidential business information in your response. Applicants responding to this invitation assume the risk of public disclosure if confidential information is included.
- b) This invitation is for information purposes only and does not constitute a solicitation or Request for Proposal (RFP). This notice is not to be construed as a commitment by the the University to contract for services. Please be advised that the Employer will not pay for any information provided as a result of this invitation and will not recognise or reimburse any cost associated with any EoI submission.

- c) This EoI does not entail any commitment on the part of Dibrugarh University, either financial or otherwise.
- d) The Employer reserves the right to accept or reject any or all EoI without incurring any obligation to inform the effected applicant/s the reasons thereof.
- e) The Employer empanelment of architectural firms does not create any obligation on the part of Dibrugarh University in terms of providing business or in any other area.

**10.08. Contract of Engagement:**

The successful bidder shall come into an agreement before the start of the project, based on prevailing conditions of contract of Government of India and as per the guidelines of The Council of Architecture, New Delhi, India as applicable for Providing Comprehensive Consultancy Services.

**Sd/-**  
**Registrar**  
Dibrugarh University  
Dibrugarh



## **UNDERTAKING**

I/We have read and understood the instructions and the terms and conditions stated in the application form and hereby declare that the information furnished by me/us in the application and in the supplementary sheets are correct to the best of my/our knowledge and belief. It is also certified that I/we have not been blacklisted by any organization of State / Central Government of India including CVC. The undersigned is fully authorized to sign and submit this application form on behalf of the organization, he/she represents. I/We authorize Dibrugarh University to approach individuals, employers, firms and corporations to verify our worked competence and general reputation.

Place

Date

[Name of the Applicant]

Signature

Name

Designation

Address Seal

**INFORMATION TO BE FURNISHED BY THE APPLICANT**

Sl. No.	Description	
1	Name of firm and registered office address including year of establishment	
2	Whether proprietary/ Partnership/Pvt. Ltd./Public Ltd.? (Certificate of registration/Partnership deed to be enclosed)	
3	Names, qualifications and experience of all technical personnel in the firm (Details to be furnished in the prescribed proforma ( <i>ANNEXURE-D</i> )).	
4	Whether registered as a member of Council of Architects? (Yes/No, if yes please attach copy of the membership)	
5	Registration with Tax authorities GST No. {Copies of registration with relevant authorities to be enclosed if any}	
6	Details of Campus : Planning, carried out in last 05 years, Client Name, status of the project, total cost of project, completion period & other information. [Details to be furnished in the prescribed proforma <i>{ANNEXURE-II}</i> ]	
7	Details of Projects : (Educational Buildings/ Buildings of Educational Campus) carried out in last 05 years, client Name, Status of the project, total cost of project completion period & other information [Details to be furnished in the prescribed proforma <i>{ANNEXURE – III}</i> ]	
8	Details of Projects Client: Name, status of the project (Under execution & in hand), total cost of project, completion period (scheduled date) & other information. [Details to be furnished in the prescribed proforma <i>{ANNEXURE-IV}</i> ]	
9	Details of other Projects carried out in last 05years, Client Name, status of the project (completed, under execution & in hand), total cost of project, completion period (scheduled & actual date) & other information. [Details to be furnished in the prescribed proforma <i>{ANNEXURE-V &amp; VI}</i> ]	
10	Name and address of the Banker/s	
11	Annual turnover of the firm from Architectural services during last 3 years (year-wise). 2019-2022 (dully certified by CA)	
12	Details of Competition & Award conferred. {Details to be furnished in the prescribed proforma ( <i>ANNEXURE-VII</i> )}	
13	Details of Green Building Projects carried out, Name of Client & Name & Address of the certificate issuing Authority {Details to be furnished in the prescribed proforma ( <i>ANNEXURE-VIII</i> )}	
14	Details of civil suit/arbitration, if any that arose during execution of contract in the last 05 years. (Yes/No, if yes please enclose the details)	
15	Details of Financial Turn over from Architectural Consultancy, {Details to be furnished in the prescribed proforma ( <i>ANNEXURE-IX</i> )}	
16	Undertaking duly attested by Notary in a non-judicial stamp paper of value Rs. 100/- regarding their non-black listing in any of the Govt. Department and Public Sector Undertaking/Enterprise in India and Central Vigilance Commission during last 3 years {Undertaking to be furnished in the prescribed proforma ( <i>ANNEXURE-X</i> )}	

Note: Where copies are required to be furnished, these are to be attested and certified photocopies.

## ANNEXURE-I

### List of technical personnel in the Firm, their technical qualifications and experience

Sl. No.	Name	Age	Present Designation	Qualification	Architectural Consultancy Experience	Date from which Employed/Associated in the present Organization	Indicate Special experience
1.							
2.							
3.							
4.							

Place

Date

[Name of the Applicant]

Signature

Name

Designation

Address Seal

## ANNEXURE-II

### Details of Educational Projects (Campus Planning) Completed during Last 05 years

Sl. No.	Name of the Project	Owner OR Sponsoring Organization	Total area (in Sqm)	Total cost of the Project (In lakhs)	Date of Start	Scheduled Date of Completion	Actual Date of Completion	Reason for Delay, if any
1.								
2.								
3.								
4.								

Place

Date

[Name of the Applicant]

Signature

Name

Designation

Address Seal

## ANNEXURE-III

### Details of Comprehensive Architectural of building Projects/Buildings in Educational Campus Completed during Last 05 years

Sl. No.	Name of the Project	Owner OR Sponsoring Organization	Total area (in Sqm)	Total cost of the Project (In lakhs)	Date of Start	Scheduled Date of Completion	Actual Date of Completion	Reason for Delay, if any
1.								
2.								
3.								
4.								

Place

Date

[Name of the Applicant]

Signature

Name

Designation

Address Seal

## ANNEXURE-IV

### Details of Building Projects campuses under-execution

Sl. No.	Name of the Project	Owner OR Sponsoring Organization	Indicate status of the Project		Total cost of the Project (In lakhs)	Date of Start	Scheduled Date of Completion	Actual Date of Completion	Reason for Delay, if any
			Under Execution	Allotted					
1.									
2.									
3.									

Place

Date

[Name of the Applicant]

Signature

Name

Designation

Address Seal

## ANNEXURE-V

### Details of other than Building Projects in Educational campuses Completed in last 05 years

Sl. No.	Name of the Project	Owner OR Sponsoring Organization	Total area (in Sqm)	Total cost of the Project (In lakhs)	Date of Start	Scheduled Date of Completion	Actual Date of Completion	Reason for Delay, if any
1.								
2.								
3.								
4.								

[Name of the Applicant]

Place

Signature

Date

Name

Designation

Address Seal

## ANNEXURE-VI

### Details of other Projects, under-execution

Sl. No.	Name of the Project	Owner OR Sponsoring Organization	Indicate status of the Project		Total cost of the Project (In lakhs)	Date of Start	Scheduled Date of Completion	Actual Date of Completion	Reason for Delay, if any
			Under Execution	Allotted					
1.									
2.									
3.									

Place

Date

[Name of the Applicant]

Signature

Name

Designation

Address Seal



## ANNEXURE-VII

### Competitions won and awards conferred

Sl. No.	Name of the Organization	Year of completion	Award conferred	Remarks
1.				
2.				
3.				

Place

Date

[Name of the Applicant]

Signature

Name

Designation

Address Seal

## ANNEXURE-VIII

### Details of Green Building projects

<b>Sl. No.</b>	<b>Name of the Institution/Organization with complete address</b>	<b>Details of projects</b>	<b>Year of completion</b>	<b>Star rating</b>	<b>Name and address of certificate issuing authority</b>

Place

Date

[Name of the Applicant]

Signature

Name

Designation

Address Seal

## ANNEXURE-IX

### Details of financial turnover from Architectural Consultancy

Sl. No.	Financial year	Turnover (in Lakhs)
1	2021-22	
2	2022-23	
3	2023-24	

Place

Date

[Name of the Applicant]

Signature

Name

Designation

Address Seal

**UNDERTAKING**

This is to confirm that I/we M/s \_\_\_\_\_, \_\_\_\_\_ (give full address) have not been blacklisted in any of the government department and public sector undertaking /enterprise in India and central Vigilance commission, in last five year before release of advertisement.

If the above information found false at any stage after the placement of Work Order, Dibrugarh University (hereinafter called Procurement Consultant) will have full right to cancel the Work Order and forfeit the Performance Guarantee. All the direct and indirect cost related to the cancellation of the order will be borne by me/us besides any legal action by Dibrugarh University which may be deemed fit at that point of time.

Authorized Signatory

Note: The undertaking regarding the non blacklisting of firm is to be submitted on a non- judicial stamp paper of Rs. 100/- (Rupees Hundred only)