



**NOTICE INVITING EXPRESSION OF INTEREST AND FINANCIAL
PROPOSAL**

Expression of Interest (EoI) and Financial Proposal is invited through <http://assamtenders.gov.in> portal from experienced/reputed Architects/Architectural Firm/Consultant for shortlisting of eligible consultant(s) to participate in the process for selection of consultants providing Comprehensive Architectural Services (Civil, Interior Designing, Electrification, HVAC, Acoustic Control, Sanitary & Plumbing and other related Works) at Dibrugarh University. The last date of submission of EoI with all relevant papers at the office of the undersigned is stated below.

Availability of Bid papers	From 09/08/2024 to 05/09/2024
Pre-Bid meeting schedule (offline as well as online): 14.08.2024 at 11:00 A.M.	Offline: CHINTAN, Conference Hall, Office of the Registrar, D.U. Online: URL- https://meet.google.com/ycr-nnjw-qfr
Last date for submission of EoI	05/09/2024 up-to 01:00 P.M.
Time & Date of opening of EoI	05/09/2024 at 02:30 P.M.
Place of opening of EoI	Office of the Registrar, D.U.
Cost of Document	1,000/- Non refundable (to be paid online)

The purpose of this EoI is to shortlist qualified Architects/Architectural Firm/Consultant as per the eligibility criteria given under Para 3. After the completion of the EoI process for shortlisting, Dibrugarh University shall open the Financial Proposal of only the shortlisted applicants. Interested applicants may submit the Hard Copy of the EoI Proposal only to the office of the undersigned. The applicants shall under no condition submit the Hard Copy of the Financial Proposal.

Interested applicants are requested to read all the instructions and Terms and Conditions. Dibrugarh University reserves the right to amend the terms and conditions, and also cancel the same without any prior notification.

Sd/-
Registrar
Dibrugarh University

Copy to:-

1. The Vice Chancellor, D.U. for favour of information.
2. The Deputy Registrar (Admn.), D.U. for information.
3. The University Engineer, Planning & Construction Branch, D.U. for information.
4. The Deputy Registrar, Finance and Accounts, Dibrugarh University for information.
5. The Technical Officer, D.U. for information and necessary action.
6. The Programmer, D.U. for information and necessary action.
7. Office file

Sd/-
Registrar
Dibrugarh University

1. Background:

Dibrugarh University, one of the easternmost University in India, was established in the year 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 centre 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 Rajabheta, 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 consultant is required to provide the following services:

- a) Site evaluation and assessment.
- b) All preliminary works, survey, all testing of the proposed sites
- c) All preliminary conceptual architectural drawings, structural drawings/designs, estimates (as per CPWD/DSR) and all related works prior to commencement of the actual works
- d) The detailed approved drawings, structural drawings/designs, *etc.* in 3D mode.
- e) Interior design and space planning , drainage, landscaping and other related works.
- f) Preparation of Detailed Bill of Quantities and specifications and Estimate of cost.
- g) Design of fixed items of work, loose furniture & interior related civil and electrical works.
- h) Illumination and open space design.
- i) Acoustic, Air Conditioning and Fire Detection & Fighting design.

- j) Graphic design and signage.
- k) Selection of materials, equipment and other interior related elements.
- l) Integration of all Engineering services.
- m) Inspection and evaluation of works at site periodically.
- n) Architectural supervision
- o) All related works as and when required

3. Eligibility & Qualification Criteria

- a) To participate in this EoI, the Consultant must be a single entity or consortium of entities having a formal intent and legal competency to enter into an agreement or contract and are registered under respective Act and Jurisdiction in India.
- b) The Consultant should have a minimum 10 (ten) years of experience in consultancy service, out of which at least 5 (five) year in similar consulting services, in India for and on behalf of government or international agencies.
- c) Total Average Annual Turnover of the Consultant in last Five financial years from consulting business should not be less than Rs.5 Crores (Rupees Five Crores only). **A CERTIFICATE ISSUED BY A CERTIFIED CA TO BE SUBMITTED.**
- d) The consultant willing to participate should not:
 - i. be blacklisted or debarred from participating in any procurement process by the Procuring Entity or by any other State or Central Government entity, undertakings or bodies are not eligible to participate during their period of blacklisting/debarment.
 - ii. be insolvent, in receivership, bankrupt, or being wound up, not be having its affairs administered by a court or a judicial officer, not having its business activities suspended and must not be the subject of legal proceedings for any of the foregoing reasons.
 - iii. have and their directors and officers do not have, been convicted for any criminal offence relating to their professional conduct or the making of the false statement or misrepresentation as to their qualifications to enter a procurement contract with a period of three years preceding the commencement of procurement process, or not having been otherwise disqualified pursuant to debarment proceedings.
 - iv. have a conflict of interest as per Section 11 of Assam Public procurement Act, 2017 and which materially affect the competition.

4. SCHEDULE OF SERVICES:

The Architect/Architectural firm/Consultant shall, after taking instructions from the authority of Dibrugarh University, render the services as stated in Sl. No. 2.

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 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 both soft and signed hard copies 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	Total Marks	Annexure
A	Technical Manpower engaged by the firm with documentary evidence	---	10 Marks	I
B	Work Experience which will include Comprehensive Architectural Consultancy of University / Institutional buildings/ Educational buildings/ Any large Building experience	10 or more projects-25 marks. 7 to 10 projects-20 marks. 5 to 7 projects – 15 marks. Less than 5 projects – 10 marks	25 Marks	II, III, IV, V, VI
C	Architectural Competition won during practice (National Level)	1 award = 2 marks. Maximum 10 marks.	10 Marks	VII
D	Experience in Green Buildings	---	10 Marks	VIII
E	Average Annual Financial Turnover (last 5 years)	>= 20 Cr. = 25 Mrk. >=15 Cr. < 20 Cr. = 20 Mrk. >=10 Cr. < 15 Cr. = 15 Mrk. >=5 Cr. < 10 Cr. = 10 Mrk.	25 Marks	IX
F	Presentation before the Committee constituted by the authority of Dibrugarh University.	---	20 Marks	

(ii) **Financial Bid to be quoted as per Annexure X**

(iii) **QCBS (Quality and Cost Based Selection)**

The bid will be evaluated on QCBS methodology in the ratio 70:30 i.e. 70% weightage will be given to the EoI Submission and 30% weightage will be given to the Financial Bid.

The evaluation will consist of the following phases

- i. Evaluation of Eligibility Criteria and Evaluation of EoI.

- ii. Evaluation of Financial bids.
- iii. Combined evaluation of EoI and Financial bids.

EoI Score calculation: The bidder with highest qualifying technical score (EoI1) will be awarded 100% score. EoI Scores for other than EoI1 bidders will be evaluated using the following formula:

$$\text{Normalized Technical Score of a Bidder (EoIn)} \\ \text{Technical Score of the Bidder} = \frac{\text{Technical Score of Bidder}}{\text{Technical Score of EoI1}} \times 100$$

Note: The score value is adjusted up to two decimal places.

Example: The bidder with the Highest EoI Score will be awarded 100 and other bidders will be awarded on percentile basis.

If the bidder with highest EoI score is 90, then the EoI1 bidder will get (EoI_{max}) 100. A bidder awarded 80 as EoI score will get $(80/90) \times 100 = 88.88$

Financial Score calculation: The bidder with lowest qualifying financial bid (L1) will be awarded 100% score. Financial Scores for technically qualified bidders other than L1 bidders will be evaluated using the following formula:

$$\text{Normalize Financial Score of a Bidder} \\ \text{Commercial Bid of L1} \\ = \frac{\text{Commercial Bid of L1}}{\text{Commercial Bid of the Bidder}} \times 100$$

Note: The score value is adjusted up to two decimal places.

Example: If F1 is INR 110 and F2 is INR 120, then F1 will receive (F_{max}) 100 and F2 will receive $[110/120] \times 100 = 91.67$

Calculation of Composite Bid Score:

EoI and financial scores secured by each bidder will be added using weight age of 70% and 30% respectively to compute a Composite Bid Score.

The bidder securing the highest Composite Bid Score will be adjudicated as the most responsive Bidder for award of the Project.

The Composite Bid score will be calculated as follows:

$$B_n = (0.70 \times EoI_n) + (0.30 \times F_n) \\ EoI_n = \text{Technical score of the bidder (out of maximum of 100 marks)} \\ F_n = \text{Financial score of the bidder (out of maximum of 100 marks)} \\ B_n = \text{Composite Bid score of the bidder}$$

In the event the composite bid scores are 'tied', the bidder securing the highest EoI score will be adjudicated as the Best Value Bidder for the award of the Project.

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 Architect/Architectural firm must be engaged in Architectural Consultancy for the last 5 years as on 31st January, 2024.
3	Full details of the Proprietorship Firm / Partnership Firm / Public or Private Limited Company
4	Documents like Photocopies of COA Registration Certificate, APWD /CPWD/PSE/Autonomous Bodies registration, etc. 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).
5	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.
6	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

11. Submission Process

i) The Applicant must get registered with the e-Procurement portal www.assamtenders.gov.in using valid DSC for online submission of the EoI.

ii) Interested eligible parties must submit their EoI online (scanned copy) on the e-Procurement portal within due date and time of submission. In addition to online submission of EoI, the applicants **may** also submit hardcopies of the “Key Documents” as given below before due date and time of submission of key Documents as mentions in the Notice Inviting EoI and Financial Proposal. Delayed submission shall be considered as non-submission.

iii) The EOI submission should be along with all documentary proof with respect to pre-qualification and other relevant documents while uploading online.

iv) Each page of EOI (submissions) should be signed and stamped by the applicant or its representative. In case the proposal is signed by any one of the Directors or key officials (CEO, CFO or Company Secretary) a certified copy of the appropriate resolution / document conveying such authority may be enclosed. In case of partnership firm it should be signed by any one of the partner duly authorised by the partnership. EOI submitted by a Joint Venture participant shall be signed by all members so as to be legally binding on all members, or by an authorized representative who has a written power of attorney signed by each member's authorized representative.

v) The applicant is responsible for submission of EoI proposal complete in all respect. The Authority shall ignore the EoI in case of incomplete or defective submission.

vi) Each page of the EOI submission should be serially numbered, signed and stamped by the authorized signatory and submitted on-line in the e-Procurement portal i.e. <http://assamtenders.gov.in> and hard copies of "Key Documents" to the address as given below

Address for Submission (Hardcopies):

The Registrar
Dibrugarh University
Dibrugarh
Assam-786004

12. 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.

13. 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.

14. 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 a proposal for Award of Contract. This notice is not to be construed as a commitment by 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.

15. Award of the Tender:

The tender shall be awarded to the eligible Architect/Architectural firm/Consultant who shall secure the highest score as per the QCBS method of evaluation. For final selection the evaluation marks in the EoI will have a 70% weightage and financial quote shall bear a weightage of 30%.

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 relevant annexures)	
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 relevant annexures)	
7	Details of Projects : (Educational Buildings/ Buildings of Educational Campus/Other large Institutional Buildings) carried out in last 05 years, client Name, Status of the project, total cost of project completion period & other information (Details to be furnished relevant annexures)	
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 relevant annexures)	
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 (Details to be furnished relevant annexures)	
10	Name and address of the Banker/s	
11	Annual turnover of the firm from Architectural services during last 5 years (year-wise). (Details to be furnished relevant annexures along with CA certificate)	
12	Details of Competition & Award conferred. (Details to be furnished relevant annexures)	
13	Details of Green Building Projects carried out, Name of Client & Name & Address of the certificate issuing Authority (Details to be furnished relevant annexures)	
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	Undertaking duly attested by Notary on a 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 (Details to be furnished relevant annexures)	

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 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 Architecture 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.								

Place

Date

[Name of the Applicant]

Signature

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.									

[Name of the Applicant]

Signature

Name

Designation

Address Seal

Place

Date

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

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

Place

Date

[Name of the Applicant]

Signature

Name

Designation

Address Seal

ANNEXURE-IX

Details of financial turnover from Architectural Consultancy (last five financial years)

Sl. No.	Financial year	Turnover (in Lakhs)
1		
2		
3		
4		
5		

Place

Date

[Name of the Applicant]

Signature

Name

Designation

Address Seal

ANNEXURE-X**Financial Proposal**

Sl. No.	Name of Work	Estimated Project Value (Rupees in Crores)	Consultancy Fee (To be Quoted as - Percentage of Estimated Project Value) %
1	Architectural Consultancy Service for Infrastructure Development of Dibrugarh University	100	

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)