

OFFICE OF THE REGISTRAR : BODOLAND UNIVERSITY

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Tel. No.
Mobile No.

F. No. BU/NEC/2022/02/ 922

date – 16/08/2022

Expression of Interest (EOI)

Expression of Interest (EOI) for selection of Architect/Consultant for preparation of details plan and estimate for construction of Community Training Centre on Mushroom Farming at Bodoland University under a project funded by North Eastern Council.

The bidders are advised to visit the website www.buniv.edu.in for downloading the detail forms.

An amount of Rs. 2,000/- should be deposited in the Bodoland University Account No. 31607155480, IFSC Code- SBIN0007379 by online mode as tender fee (non-refundable). Last date of receipt of EOI is 24/08/2022.

The university authority reserves the right to reject or accept any one or all proposal without assigning any reasons thereof.

Sd/-

Registrar
Bodoland University

Copy to :-

1. The P.S. to Hon'ble V.C. for kind appraisal to him.
2. The Finance Officer i/c, for information.
3. System Administrator for uploading in university website.
4. Member Sey of Tender Committee, for necessary action.

Sd/-

Registrar
Bodoland University

ELIGIBILITY

THE APPLICANT FIRM SHALL HAVE TO FULLFILL ALL THE ELIGIBILITY CRITERIA MENTIONED BELOW

1. The applicant/firm should be registered.
2. The applicant/firm should have experience of minimum 2 years in the field of providing architectural and related consultancy (i.e.: architecture designing, structural designing, interiors - firefighting, electrical (internal/ external), landscaping, sports facility, public health engineering & building automation). Services to a university of repute / hospital / govt. / semi govt. institution ending 31st march 2022.
3. The applicant/firm should have been engaged for providing architectural and related consultancy services costing not less than Rupees 2.00 crores in the last 5 years and successfully completed at least 50 % of the total project cost.
4. The applicant/firm shall submit certificate of completion indicating the scope of work.
5. All the **completed** projects should have been executed from the stage of conceptual planning to periodic inspection and completion.
6. All the **ongoing** projects should have been executed from the stage of conceptual to planning periodic inspection.
7. The applicant should give details of the works undertaken in a single project from 1st March, 2018 to 31st March 2022, List of Details of past and present clients and List of details architecture / engineering qualification related to architecture / engineering discipline of the architecture consultancy and the technical personal regularly employed in the specified format.
8. The applicant/firm should furnish a legal document in the form of an Affidavit guaranteeing the truth and accuracy of all statements and of all answers to questions made.
9. The applicant/firm is required to furnish all information. Failing which the proposal is liable to be rejected.

SCHEDULE AND SUBMISSION OF THE DOCUMENTS

THE APPLICANT SHALL SUBMIT THE PROPOSAL ADDRESSED TO THE REGISTRAR, BODOLAND UNIVERSITY, DEBORGOAN, KOKRAJHAR IN SEALED ENVELOPE.

DOCUMENTS TO BE SUBMITTED IN SEALED ENVELOPE CONTAINING THE DETAIL AS UNDER SUBSCRIBED AS ENVELOPE-1

1. Experience of minimum 2 years in the field of providing architectural and related consultancy.
2. List of providing architectural and related consultancy services costing not less than 2.00 crores in the last 5 years and successfully completed at least 50 % of the total project cost.
3. Performance letters issued by the clients signifying your experience for Repute University / Govt / Semi Govt Institution related project and details of service rendered by you on the project along with award letters of clients and scope of work

- assigned to complete the consultancy works.
4. Legal status of your firm whether individual or proprietary or partnership or a limited company. (Attach copies of document defining the legal status).
 5. Name, designation, identity proof, pan card copy of the individual authorized to act for the organization. Financial turnover of the organization during the last three years (to be supported by the audited balance sheet).
 6. Team of persons likely to interact with employer and officials of BU, team of technical personnel and leader of the team likely to be deployed and how they would be involved in this firm. This be submitted in detail enclosing credentials also.
 7. The applicant/firm is required to furnish all information failing which the proposal is liable to be rejected.
 8. EOI fee an amount An amount of Rs. 2,000/- should be deposited in the Bodoland University Account No. 31607155480, IFSC Code- SBIN0007379 by online mode as tender fee (non-refundable).

OPENING & EVALUATION

The envelope 1 (Technical Bid) containing the Tender fee & eligibility documents will be opened in presence of the representatives of the applicants who may like to be present on the due date.

Technical Bid:

Cover-I

- (a) Unconditional Covering Letter,
- (b) The contractor's experience of successful execution of similar works having value mentioned in the EOI/N.I.T. The details of work order and work completion certificate from the executing officers may be furnished for establishing eligibility.
- (c) Income Tax Clearance Certificate, GST Registration Certificates, Pan card, Annual turnover certificate etc.
- (d) Tender documents.
- (e) Tender fee deposited receipt.
- (f) Non black listed certificate in stamp paper.

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

- a) Made misleading or false representation or deliberately suppressed the information in the forms, statements and in enclosed required
- b) Record of poor performance such as abandoning work, not properly completing contracts, litigious background or financial failures / weakness etc.

Part II – Envelope II – This shall be named Financial bid of EOI and shall comprise. Fee to be quoted in terms of percentage of the project cost including G.S.T.

Both the above sealed envelopes shall be kept in a envelope duly sealed and shall reach the office of the Registrar, Bodoland University/ tender drop box at Engineering Cell on or before specified date and time.

PAYMENT TO THE CONSULTANT

IN CONSIDERATION OF THE SERVICES PERFORMED BY THE ARCHITECT CONSULTANT UNDER THIS CONTRACT THE EMPLOYER SHALL PAY TO THE ARCHITECT CONSULTANT/ FIRM A REASONABLE AMOUNT OF FEE THROUGH SEALED COMPETITIVE BIDDING UNDER THIS RFP. (PRELIMINARY ESTIMATE OR EXECUTED COST, WHICHEVER IS LESS)

For non-repetitive works a fee calculated at the approved rate of the preliminary estimated cost or actual cost of construction of the work (whichever is less) including entrusted services on admissible subject to a scaling of cost of corresponding items as per approved preliminary estimate or the approved revised preliminary estimates where such revision was considered necessary by the employer excluding the items of work not entrusted to the Consultant. In the event of authorized changes in the scope of work leading to recasting of the said estimate, the ceiling shall be based on the cost including such extra cost of the approved modifications or the actual cost of construction of such work including modifications whichever is lower.

For repetitive works requiring no new major planning and design and development work on the part of the consultant except to release additional drawings with revised titles to suit the work, a fee, calculated at the approved rate of the actual cost of work (or the preliminary estimate, whichever is less) as above shall be payable.

The above fees clauses are inclusive of fees payable by the Consultant to any other sub-Consultants and associates and nothing extra shall be payable by the Employer.

The amount of fee will be paid in installments as specified on next page

MODE OF PAYMENT

Sl. No.	Stage	Part payment in %
	1.Preliminary planning of scheme and its approval from authorities as detailed below 2.Finalization of plan of preliminary drawings, concept report and their conceptual approval from client/user dept. 3.Final approval of concept drawing and scheme from BU 4.Preparing detailed working drawing 5.Preparation and finalization of detailed working, architectural, structural, water supply, sanitation. fire (fighting, electrical, mechanical, HVAC, rain water harvesting, interior designing and drawings etc. of all disciplines 6.Preparation and approval of revised estimate with extra, substitute and deviation, if any, during the execution and completion of work if required	50%
	Construction stage Remaining payments will be released after completion of the project.	50%

NOTE:

1. Payment will be made in proportion to work done under each head of work independently and 5% deposits shall be deducted from each successive bill raised by the consultant, which shall be released after the consultant submits its final bill for the particular unit of work.
2. Payment payable to consultant covers all the works mentioned under different chapter of this proposal document, however, stages of payment schedule have been indicated to identify the payment time and nothing extra shall be paid on what so ever account.
3. Consultant shall obtain approval of all drawings/ plans/services from BU/ user dept. whenever required before submitting the same to statutory authorities for approval.
4. Nothing extra shall be given to consultant against the scope of work covered under these documents.
5. In case, if any activity covered under mode of payment is not rendered by consultant on the request or the department then amount of the activity shall not be paid. The decision of engineer-in—charge shall be final and binding.
6. Consultant shall provide original drawings of layout plan/services/binding etc. made on special cloth or on good quality tracing paper along with CDs for record of employer which shall be the property, copy of the BU and no duplication other than to BU shall be allowed.
7. Nothing extra shall be paid on account of photographs, drawing, models required to be submitted with statutory authorities for obtaining approval.

8. Dept. shall be at liberty to further break the schedule of payment percentage with respect to quantum of work involved against specific item. Decision of engineer-in-charge with such further break up shall be liable and binding.
9. For the purpose of “completion of work percentage” actual financial achievement of project shall be counted.
10. The architect consultant shall enclose copy of all documents, approvals, and drawings etc. along with his raised bill against which item of mode of payment the bill is being raised to employer.
11. If there is no query/ point raised by the agency/ agencies against the payment schedule then the percentage of payment prescribed against item shall be released.
12. All payment shall be subject to deductions on account of applicable state/central Govt taxes, as in force.

Declaration/Classification

We expect participating consultants to accept this challenge of green building as an extension block of BU to achieve all its benefits at an affordable cost. BU will follow cent-percent honesty in all its activities in true letter & Spirit.

We believe in cost reduction through personal supervision, involvement / interaction / contributions at every stage and ensure that we procure and use the best possible resource at the most economical cost without pilferages or wastages.

keeping in view the above philosophy, it is expected that the interested consultants shall put all expertise and resources together in the best possible manners to come out with a unique concept for our upcoming projects at BU at the min possible cost and dedicate the same to a selfless service of the humanity from their side.

LEGAL REMEDIES

In case there arises a need for any judicial intervention it will be subject to the jurisdiction of the Kokrajhar jurisdiction.

Declaration

1. I declare that all the terms and conditions stated in the Notice Inviting Tender are acceptable to me/us and I/We shall abide by the same in case the contract is awarded to me/us.
2. I also declare that the specification given would strictly be maintained by me/us.
3. I/we understand that non-fulfillment and/or partly fulfillment of specification as made is liable for penalty as deemed fit and necessary by the University authority.
4. All the particulars furnished by me/us in the bid are true to the best of my/our knowledge.
5. I/We will also abide by the conditions that should be stipulated during the period of contract.
6. The decision of the authority will be accepted by me/us during and after the bid evaluation process, without any assigning reason thereof.

Date:

(Signature of the Bidder)

Name:

Place:

Contact Number:

Address:

ANNEXURES

Annexure: 1

LIST OF COMPLETED WORKS FROM-----				
NAME OF THE PROJECT				
COST OF THE PROJECT				
SL. No.	Name of the work	Start Date	Completion Date	Cost (Rs.)

Signature

Name

Seal of the firm

Annexure: 2

LIST OF ONGOING WORKS FROM-----				
NAME OF THE PROJECT				
COST OF THE PROJECT				
SL. No.	Name of the work	Start Date	Completion Date	Cost (Rs.)

Signature

Name

Seal of the firm

Annexure: 3

LIST OF DETAILS OF PAST AND PRESENT CLIENTS		
SL. No.	Name of the Client with Address	Status (Past/Present)

Signature

Name

Seal of the firm

**LIST OF DETAILS OF ARCHITECTURE / ENGINEERING
 QUALIFICATION RELATED TO ARCHITECTURE /
 ENGINEERING DISCIPLINE OF THE ARCHITECTURE
 CONSULTANCY AND THE TECHNICAL PERSONAL
 REGULARLY EMPLOYED**

**Name of the Architect / Architectural Details of Architectural / Engineering
 Qualifications**

	Consultants and persons Employed	

Signature

Name

Seal of the firm

Availability of documents:-

The EOI may be downloaded from the website of Bodoland University - www.buniv.edu.in The bidders are expected to examine all instruction, forms, terms, project requirements and other details in the EOI documents. Failure to furnish complete information as mentioned as mentioned in the EOI documents or submission of a proposal not substantially responsive to the EOI documents in every respect will be at the bidder's risk and may in rejection of the proposal.

Bidder should sign all the relevant documents, tender fee deposited receipt along with Tender documents and should be submitted with the technical bid. Before submission of the Tender, Bidder shall sign each page of the tender form/document and all of its relevant papers with date. The additional alternative and or subtractive clause (if any) shall also to be signed by the bidder, otherwise Bid documents may be treated as cancelled.

Tentative calendar of events:

Sl. No.	Milestone	Date
1.	Release of EOI	Available on website from 16/08/2022
2.	Last date of submission	On or before 12.00 P.M. dated 24/08/2022
3.	Opening	At 12.30 P.M. on dated 24/08/2022

Registrar
Bodoland University

Financial Bid:-

Sl. No	Particulars	Rate
1.	Consultancy service charges in terms of % (percent) on total project cost including all taxes.	

Signature

Name

Seal of the firm