

INSTRUCTION FOR BIDDERS

FOR

**PROVIDING ARCHITECTURAL & PLUMBING
CONSULTANCY SERVICES FOR
CONSTRUCTION OF OP BLOCK WITH LAB &
DIAGNOSTIC FACILITIES AND INSTITUTE OF
MATERNAL AND CHILD HEALTH (IMCH)
BLOCK AT GOVT. MEDICAL COLLEGE,
KOZHIKODE IN KERALA**

MAY 2019



HITES

**(A FULLY OWNED SUBSIDIARY OF HLL LIFECARE LTD,
A GOVERNMENT OF INDIA UNDERTAKING)**

REGIONAL OFFICE

GOLDEN JUBILEE BLOCK

HLL BHAVAN, POOJAPPURA PO

THIRUVANANTHAPURAM – 695012

PHONE: 0471-2775500/59

www.hllhites.com

HITES

(A Fully Owned Subsidiary of HLL Lifecare Limited, a Government of India Undertaking)

Infrastructure Development Division of HITES invites bids from Architects/ Architectural consultants for the following work:

Providing Architectural & Plumbing Consultancy Services for Construction of OP block with Lab & Diagnostic Facilities and Institute of Maternal and Child Health (IMCH) Block at Govt. Medical College, Kozhikode in Kerala

The bids duly completed as per prescribed format must reach on or before 21.05.2019 at 3.00 pm in the office of HITES Regional office at Thiruvananthapuram. The opening will be on 21.05.2019 at 3.30 pm at Thiruvananthapuram. The detailed Bid document with Annexures may be obtained from our website www.hllhites.com and Central Public Procurement Portal.

CHIEF ENGINEER (DESIGN)

HLL INFRATECH SERVICES LIMITED (HITES)

A subsidiary of HLL Lifecare Limited

Regional Office, HLL Bhavan

Golden Jubilee Block

Poojappura P.O, Thiruvananthapuram-695012

Ph: 0471 2775500

NOTICE INVITING OPEN TENDER

HITES/ID/2019-20/ARCH/12

10.05.2019

Infrastructure Development Division, HLL INFRATECH SERVICES LIMITED
(HITES) invites sealed bid from Architects/ Architectural Consultants who fulfils Eligibility criteria for Architectural & Plumbing Consultancy services for the Construction of OP block with lab & diagnostic facilities and Institute of Maternal and Child Health (IMCH) block at Govt. Medical College, Kozhikode

The last date & time of receipt of bid	- 21.05.2019 at 3.00 pm
The date & time of opening of bid	- 21.05.2019 at 3.30 pm
The date of presentation by bidder	- shall be intimated after the technical bid evaluation

The bids will be opened at Conference Hall, II Floor, HITES, Regional Office, Golden Jubilee block, HLL Bhavan, Poojappura P.O, Trivandrum.

The detailed Bid document with Annexure may be obtained from our website www.hllhites.com and Central Public Procurement Portal.

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Annexure-A**INSTRUCTIONS TO BIDDERS****1.0 GENERAL**

- i) The bidders are advised to quote their consultancy fee for executing the job in the format enclosed as **Annexure –C** (Price bid)
- ii) The approximate Project cost for the work for which comprehensive architectural & plumbing consultancy to be rendered shall be approximately Rs. 350 Crs.
- iii) GST will be extra over the quoted fee.
- iv) Taxes and levies remitted by architects on behalf of client will be reimbursed on production of proof of remittance.
- v) All statutory deductions like income tax will be deducted from the bills.
- vi) Occasional supervision is needed as and when required.
- vii) Joint Venture firms/ consortium are not allowed to participate in the tender.

2.0 SUBMISSION OF BID

Sealed Bids shall be submitted by the bidders in the following manners: -

- i) Bid document

The envelope shall be marked as Bid for Architectural & Plumbing Consultancy Services for Construction of OP block with lab & diagnostic facilities and Institute of Maternal and Child Health (IMCH) block at Govt. Medical College, Kozhikode in Kerala. The bid shall contain signed tender document and price bid quoting consultancy fee for executing the job in the format enclosed in a separate envelope. No condition i.e. deviations/ assumptions/ stipulations/ clarifications/ comments/ any other request whatsoever should be imposed. The conditional offers will be rejected.

- ii) The application shall be signed by the Director of the firm or official who has

Power of Attorney. All pages of the documents shall be signed/ sealed. ALL PAGES OF THE DOCUMENT SHALL ALSO BE SIGNED AS A TOKEN OF ACCEPTANCE OF THE CONDITIONS.

iii) Bid security

The Bid security shall be **Rs. 1,00,000/- in the form of DD or Bank guarantee** from a scheduled bank payable at Trivandrum in favour of HITES shall be enclosed along with the bid at the time of submitting the document. Documents without Bid security, shall be summarily rejected. The bid security shall be released only after the completion of the work.

- iv) The **Price bid** shall be submitted along with the bid document in a **separate envelope** marked as ‘**Price bid**’ at the top of the envelop and it will contain consultancy fee for executing the job in the format enclosed. The envelope containing price bid has to be placed inside the main envelop. The price bid of the bidders qualifying all other eligibility criteria will only be considered for the financial bid opening.

3.0 VALIDITY OF OFFER

Validity of offer shall be 120 days from date of opening. The Bidders shall not be entitled during the said period, to revoke or cancel their Bid or to vary the Bid given or any term thereof, without the consent in writing of the Owner. Failing which the Bid security will be forfeited.

4.0 ACCEPTANCE/ REJECTION OF BID

- i) HITES does not bind itself to accept the lowest bid.
- ii) HITES also reserves the right to accept or reject any or all bids without assigning any reason whatsoever.
- iii) HITES also reserves the absolute right to reject any or all the bids at any time solely based on the past unsatisfactory performance by the bidder(s) the opinion/ decision of the clients regarding the same shall be final and

conclusive.

5.0 SELECTION CRITERIA

Selection of consultants shall be based on the eligibility criteria mentioned in Annexure B and the marking system mentioned below:

- | | | |
|------|--|------------|
| i) | Presentation* on experience in facility planning | - 20 marks |
| ii) | Experience in design min. 1200 bedded hospital | - 20 marks |
| iii) | Master plan of a medical college campus | - 20 marks |
| iv) | Inspection of executed projects | - 20 marks |
| v) | GRIHA rating | - 10 marks |
| vi) | Office Set up in Kerala | - 10 marks |

**Consultants meeting the eligibility criteria will only be called for conducting presentation*

6.0 It will be obligatory on the part of the Bidder to sign the Bid documents for all the components & parts. After the contract is awarded, the bidder who is selected will have to enter into an agreement on proforma to be provided by HITES for work awarded, on a non-judicial stamp paper of requisite value at his own cost within 20 days from date of receipt of Letter of acceptance or before the work is undertaken.

7.0 HITES reserves the right to award the consultancy work in parts or as a whole.

**CE (DESIGN)
HITES**

Annexure –B**CONDITIONS OF THE CONTRACT**

1. Where the context so requires, words imparting the singular only also include the plural and vice versa.

2. **DEFINITIONS**

i. The “Site” shall mean the land and/ or other places on into or through which work is to be executed under the contract or any adjacent land, path or street which may be allotted or used for the purpose of carrying out the contract.

ii. HITES shall mean “HLL Infra Tech Services Ltd”, Regional Office, Golden Jubilee Block, HLL Bhavan, Poojappura P.O, Trivandrum-695012 and shall include their legal representatives, successors and permitted assigns

iii. The “Competent Authority” means the CEO of HITES or other officials duly designated by him

iv. The ‘Engineer-in-charge’ means the Technical officer of HITES as the case may be who shall supervise as the in charge of the Works.

v. ‘Client’ means Department of Health & Family Welfare, Govt. of Kerala/ KIIFB (Kerala Infrastructure Investment Fund Board)

4. **SCOPE OF WORK**

The scope of work include:

1. Preparation of Master plan for the entire Medical College campus and development of concept plan for the proposed buildings.
2. Providing Architectural & plumbing Consultancy services for Construction of OP block with lab & diagnostic facilities and Institute of Maternal and Child

Health (IMCH) block at Govt. Medical College, Kozhikode and total built up area for the project will be approximately 90,000 Sq.m.

I Preliminary stage

The services to be provided by the Consultants shall include the following:

- a) The selected Consultant shall visit the site for thorough assessment of the site conditions and collection of details and data w.r.t all relevant applicable bye laws, norms for providing the required consultancy services.
- b) Conducting Topographic survey and submission of the documents (in hard copy & soft copy) to HITES
- c) Prepare and submit a report on site evaluation, state of existing buildings, if any; and analysis and impact of existing and/ or proposed development.
- d) Prepare and submit **master plan** for the entire campus clearly marking all the existing structures and proposed structures/ additions/ alterations and demolitions if any. The consultant shall make the **presentation of Master plan** before the client for approval.
- e) Prepare concept design/ plans based on functional analysis and workflow analysis including preparation of space programming, design concept, planning for all MEP & allied services including equipment, interiors and exteriors, finishes etc.
- f) Prepare architectural drawings including floor plans, elevation and 3D views conforming to prevailing national standards, local bye laws as well as compliant to GRIHA mandatory requirements i.e. developing layout plan of the complex; complete preliminary drawings/ preliminary sketches, plans, elevations, sections/ perspective of various proposed blocks of buildings all required to present the general view of the proposed buildings with basic dimensions and building layouts for obtaining approval of the client/ HITES including all necessary modifications based on interactive evaluation by the Client/ HITES up till finalization of concept designs. The consultant shall make the **presentation of concept plan** before the client for approval with 3D walkthroughs etc.
- g) Preliminary planning of all internal and external services like water supply, sewerage, storm water drainage, acoustics, landscaping, development plans showing internal

roads, paths, parking lots, paved areas, drains, culverts, compound walls, external lighting, indicating position of lifts, AC ducts and other conduits for services, firefighting arrangements, etc complete.

- h) Preparation of proposal for obtaining Environmental Clearance (EC)/ Environment Impact Assessment (EIA) from statutory body.
- i) Assist the client in preparation of Detailed project report.
- i) Obtaining approval of the client/ HITES to the above and to any subsequent changes which the consultant will carry out on the advice of the HITES. This may include discussions with and incorporation of requirements of the HITES/ Client.
- j) The consultant shall submit the name of his sub consultants for various services with their details to HITES. HITES's name, logo, etc to be displayed in the drawings and the consultant should assist HITES and work as an extended back office lending all supports as required for the project. The sub consultant shall be associated from the preliminary drawing stage of work. However, they shall be fully responsible for the correctness and accuracy of services design prepared by such sub – consultants & shall indemnify HITES for damage or loss caused due to negligence of sub – consultant (s).
- k) Approvals/ CC /NOCs:-
 - i) Obtaining approval of all the competent authorities and other statutory bodies like Municipal Corporation/ Panchayath, Ministry of Environment and forests, Civil Aviation, Railways and local development bodies etc. as applicable necessary according to the local Acts, Laws, Regulations, etc. as applicable necessary according to the local Acts. Laws, Regulations, etc and make any changes desired by such authorities at no extra cost. The original documents of approval shall be submitted to HITES.
 - ii) Obtaining approval of the Architectural drawings from relevant local statutory body & obtain commencement of construction/ building permit for the project.
 - iii) Obtaining NOCs (no objection certificates)/ approvals from Municipal Corporation/ Local bodies Civil Aviation, Railways etc., as per the requirement.
 - iv) Obtaining NOCs (no objection certificates)/ approvals from Pollution Control

Board, Airport Authority, CRZ (Costal Regulation Zone) etc., if necessary.

- v) Prepare a three dimensional model of suitable scale as and when required by the HITES at no extra cost.

II. Working drawings stage:-

- i) Consultant shall be responsible for Preparation of detailed architectural drawings & plumbing drawings (good for construction/ working drawings) mentioned in various clause of 4.I. All drawings shall be made available by the consultant to HITES in required numbers with the soft copy thereof in CD/ pen drive for checking and approval. The sub consultants or consultant's name or logo, etc. to be displayed in the drawings and the consultant should assist HITES and work as an extended back office, lending all supports as required for the project.
- ii) Obtaining approval of the HITES in respect of items mentioned in above clause and modifying them, if considered necessary by the HITES.
- iii) Make scrutiny of any shop drawings of architectural details required in connection with work.
- iv) Obtaining the approval of local and other authorities mentioned in various clauses of para 4.1 and making any changes required by them.
- v) Preparation of complete working details, coordinating medical equipment layout including those of various services like electrical/ HVAC/ firefighting/ ELV/ Lift/ BMS etc in the manner prescribed by HITES to describe the part/ whole project adequately.
- vi) Preparation of detailed water balance diagram/ sheet showing water requirement, waste water input to STP/ ETP, recycled water generated & its usage & further to be supplemented from municipal supply/ bore well
- vii) Design of Plumbing Systems with underground static & overhead water storage tank requirement as per water requirement.
- viii) Preparation of Single Line Diagram showing water treatment scheme.
- ix) Design and layout of external/ internal plumbing. Design of cold water, hot water

and RO water piping, internal waste and sewage piping, internal drain water piping for toilets based on pipe friction loss calculation along with selection of various pumps

- x) BIM Modelling of the proposed building is to be done for submission to Client
- xi) Preparation of tender drawings-
 - a) Architectural drawings – all floors plans (incorporating indicative external development, furniture & equipment layout), site plan (incorporating indicative external development like roads, landscaping compound wall, car parking, service blocks, location of STP/ ETP etc), demolition plan, section, elevation etc.,
 - b) Plumbing drawings after finalisation of scheme (all floor plans, external layout, terrace plan, plant room layout showing pumps location, tanks & connecting pipes & valves)

III. Execution/ Completion stage

The Consultant shall:

- a) Supply all the approved & duly marked “Good for Construction” (GFC) working architectural drawings and details in the manner required by HITES for proper execution of the work. (In total 5 sets of approved drawings shall be supplied free of charge to HITES along with one reproducible drawing (Soft copy))
- b) Providing Plumbing GFC Drawings for all floors (plan/ sections etc.) including water distribution from OH (ring main) and external layout of drainage lines including rain water disposal in the manner required by HITES for proper execution of the work. (In total 5 sets of approved drawings shall be supplied free of charge to HITES along with one reproducible drawing (Soft copy))
- c) Make scrutiny of any shop drawings required in connection with work pertaining to manufacturing designs for their correctness and incorporation in the working drawings and release the duly vetted drawings for construction.
- d) Obtain HITES’s approval for any material deviation in design or specification before any revision of drawings already approved by them.

- e) Shall inspect during progress of work & certify correctness of the physical execution of work layout at site as per approved drawings/ plans.
- f) Shall undertake periodical supervision and inspection as may be considered necessary shall attend review meetings held in connection with the work, without any additional cost or DA/ TA
- g) Shall obtain building permit for commencement certificate.
- f) Coordinate the various activities of his sub consultants.
- g) Shall certify final completion of the work and assist HITES for obtaining all the required completion certificates/ NOCs from the various local authorities and furnish to the HITES the building completion certificate along with five sets of completion plans/ drawings and one set of reproducible drawings in A-1 size (soft copy), and other connected documents. These drawings will be in addition to drawings and details mentioned in above clauses.

5. Payment of Remuneration:

i. The Consultancy fee:

HITES agrees to pay to the Consultant for the professional services to be rendered by them as herein above described at Clauses 4 (I, II, III).

- a) A fee as mentioned in Annexure C including entrusted services on admissible items subject to a ceiling of cost of the corresponding items as per accepted bid cost or in the event of change in the scope of work leading to recasting of the said estimate the ceiling shall be based on such revised sanctioned cost of the modified proposal.
- b) The above fee at 5 (a) is inclusive of fee payable by the Consultant to any other Consultants/ Associate(s) and nothing extra shall be payable by HITES for this purpose.
- c) The fee shall be inclusive of all direct and indirect taxes and duties but excluding GST.

- d) The fees shall be deemed to be inclusive of fees payable by the consultant to his any other sub consultant and associates, needed to accomplish the job and nothing extra, whatsoever, shall be payable.
- e) The statutory expenses paid to statutory bodies for the Project for obtaining approvals shall be reimbursed by HITES over and above the consultancy fees. No reimbursement(s) shall be made by HITES until the consultant has submitted a written claim for the same and has attached sufficient documentary evidence (original receipts).
- f) No extra cost shall be admissible for any modification in design as per site requirement or Client/ HITES requirement. No variation in contract price (Assignment Fee) shall be admissible whatsoever may be the reason.

ii. PAYMENT TERMS

A. Concept Design

1	Submission of master plan & concept plan and its approval by HITES/ Client	100%
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B. Detailed Architectural Design

1	Approval of detailed architectural plan including section, elevation, 3D views along with furniture & medical equipment layout and plumbing drawings for preparation of DPR	25%
2	Preparation of 3D views, rendering & walkthrough model for presentation	5%
3	Initial approvals from concerned statutory bodies as per clause 4(I)	15%
4	Preparation & submission of tender drawings as per clause 4(II)	20%
5	Preparation & submission of GFC drawings as per clause 4(III)	25%
6	After successful completion of the work including submission of As-built drawings & obtaining building permit from municipality	10%

NOTE:

For Part B, the fee shall be as per the area of the buildings approved by HITES/ Client.

The final stage fees shall be made based on the area of building approved by HITES/ Client and after making due adjustment in excess payment made against earlier stages.

Part payments

Part payment in case of change in scope/ reduction/ abandonment of work shall be only to compensate for the difference between estimated and executed cost.

6. Performance Security

- i. The Architectural Consultant shall submit an irrevocable Performance Security of 5% (Five percent) of the agreed contract amount (Lumpsum Fee) in addition to any other deposits mentioned elsewhere in the contract for his proper performance of the contract agreement, (notwithstanding and/or without prejudice to any other provision in the contract) within 15 days of issue of letter of Acceptance. This period can be further extended by HITES upto a maximum period of seven days on written request of the Architectural Consultant stating the reason for delay in procuring the Bank Guarantee, to the satisfaction of HITES. This Security shall be in the form of Deposit at Call receipt of any Schedule bank/Banker's Cheque of any schedule bank/ Demand Draft of any scheduled/or Government Securities or Fixed Deposit Receipts or Guarantee Bonds of any Schedule Bank or the State Bank of India in accordance with the form-C annexed hereto. In case a fixed deposit receipt of any Bank is furnished by the Architectural Consultant to the Government as part of the performance security and the bank is unable to make payment against the said fixed deposit receipt, the loss caused thereby shall fall on the Architectural Consultant and the Architectural Consultant shall forthwith on demand furnish additional security to the Government to make good the deficit.
- ii. The Performance Security shall be initially valid up to the stipulated date of Completion of all contractual obligations of the Architectural Consultant plus 60 days beyond this date. In case the time for this completion of gets enlarged, the Architectural Consultant shall get the validity of Performance Security extended to

cover such enlarged time for completion. The performance Security shall be returned to the Architectural Consultant, without any interest on approval of completion drawings by the local bodies and completion of his all contractual obligation.

iii. HITES shall not make a claim under the Performance Security except for amounts to which HITES is entitled under the contract (notwithstanding and/or without prejudice to any other provisions in the contract agreement) in the event of:

a) Failure by the Architectural Consultant to extend the validity of the Performance Security as described herein above, in which event HITES may claim the full amount of the Performance Security.

b) Failure by the Architectural Consultant to pay HITES any amount due, either as agreed by the Architectural Consultant or determined under any of the Clauses/ Conditions of the agreement, within 15 days of the service of this effect by HITES.

iv. In the event of the contract being determined or rescinded under provision of any of the Clause/Condition of the agreement, the performance security shall stand forfeited in full and shall be absolutely at the disposal of HITES.

v. If the Architectural Consultant abandons the work for any reasons whatsoever or becomes incapacitated from acting as Architectural Consultant as aforesaid, HITES may make full use of all or any of the drawings prepared by the Architectural Consultant and that the Architectural Consultant shall be liable to pay such damages as may be assessed by HITES subject to a maximum of 10% (Ten percent) of the total fee payable to the Architectural Consultant under this agreement. In addition to this, Bank Guarantee for Performance Security/ EMD shall be forfeited. HITES may make full use of all or any of the drawings prepared by the Architectural Consultant and proceed from the stage from where the Architectural Consultant left the work.

vi. If at any time after acceptance of offer of consultancy, HITES decides to abandon or reduce the scope of work for any reason whatsoever, HITES shall give notice to the Architectural Consultant in writing to that effect and he shall act accordingly.

The Architectural Consultant have no claim to any payment of compensation or otherwise whatsoever. The Architectural Consultant shall be entitled to all such fee for the services rendered and liable to refund the excess payment, if any made to him over and above what is due in terms of this agreement.

- vii. Failure of the successful Bidder to submit the required Performance Security shall constitute sufficient grounds for the annulment of the award of Contract and forfeiture of the Bid Security.

7. Eligibility Criteria

The eligibility criteria shall be as follows:

- 1) The Consultant shall have experience in planning and designing single work of Super speciality hospital/ multi-speciality hospital building of minimum 1200 bedded in the last three years. The qualifying project should be physically completed at site and necessary certificate of completion to be produced.
- 2) The Consultant shall have experience in preparation of Master plan of a medical college campus/ large hospitals campus with number of beds > 1200.
- 3) The Consultant shall have obtained atleast GRIHA 3 star rating/ LEED IGBC Gold rating for any of their hospital projects.
- 4) The Consultant shall demonstrate their competence for providing required services for Master planning/concept design/ facility planning and detailed design of hospitals by making a presentation before the duly constituted committee of HITES.
- 5) The Consultant should have an office establishment in Kerala or employee fully deployed in Kerala
- 6) The term "ARCHITECT" shall mean any person, who at the time of his application is registered with the Council of Architecture, India under the Architects- Act-1972.
- 7) The Consultant shall have adequate and sufficient in-house resources and expertise to deliver the comprehensive design for the projects in a timely manner.

The Architectural Consultant should have the minimum number of qualified and capable personals as detailed below (mandatory criteria):

- i) Chief Architect - 01 no. – with minimum 15 year experience
 - ii) Project Architect - 01 no. – with minimum 7 year experience
- 8) The balance sheet and profit & loss statement of the firm by way of Professional Fees for Architectural Consultancy for the last three years ending 31st March 2019 duly audited by a Chartered Accountant should be submitted. The firm shall not be in loss for more than two years in the last three years.
- 9) The applicant shall be ineligible to submit a proposal, if the organization has been barred or blacklisted by any Central and/or State Government or Central/ State PSU/ Corporations/ Autonomous bodies in India. Applicants should give an undertaking certifying that the firm has not been blacklisted by any Govt./ Local bodies/ PSUs.
- 10) In case the firm/ architect has done/ doing any architectural consultancy job in HITES, the evaluation of their bid will be subject to the comments regarding their performance for the existing project. In case of adverse remarks from Client/ HITES on their performance, their bid will not be considered for further evaluation even though their bid is qualified based on other eligibility criteria.
- 11) Architect(s)/ Firms having experience in designing Green Buildings as per GRIHA norms or equivalent recognized international norms should give details of such works carried out by them in the last five years.
- 12) The applicant should have valid GST registration.

The representatives from HITES may inspect the completed project of the consultant and the selection of consultant will be based on the remarks from the inspection team.

8. Additions & Alterations

- i) HITES shall have the right to request in writing for additions, alterations, modifications or deletions in the design and drawing of any part of the work and to request in writing for additional work in connection therewith and the Architects

shall comply with such requests.

9. Time Schedule:

The date of commencement shall be from the date of LOA

The time lines for the project are as follows:

Sl. No	Deliverable	Time line
A	Concept Plan	
(i)	Preparation & Submission of master plan for approval from HITES/ Client	2 weeks from the date of start of work
(ii)	Preparation & Submission of preliminary concept plan including necessary details for approval from HITES/ Client along with 3D walkthrough models	2 weeks from the date of start of work
B	Detailed Architectural Design	
(i)	Approval of detailed architectural plan including section, elevation & 3D views with furniture & medical equipment layout and plumbing drawings for preparation of DPR	2 weeks from the date of approval of Concept Plan
(ii)	Obtaining approval of drawing there from and other necessary NOCs/ approvals from local statutory bodies	Before the commencement of work
(iii)	Preparation & submission of tender drawings (architectural & plumbing drawings) in required numbers (Soft copy also to be forwarded)	4 weeks from the date of approval of Architectural & plumbing drawings from Client
(iv)	Submission of minimum five sets of all detailed working (architectural & plumbing drawings) Good For Construction (GFC) drawings including plan, section, elevation, interior detailing and BIM modelling after obtaining approval of HITES of the draft drawing and revisions	4 weeks from the date of submission of tender drawings
C	Construction and Post Construction	
(v)	Site visit as per the requirement (minimum 5 visits) by HITES/ Client during progress of the work to ensure the sufficiency of drawings and details issued by consultant for the work and to issue revised/ modified/ additional drawings/ details, as and when required as per site conditions for smooth progress of the work	During the entire construction period including extended period of construction, if any

(vi)	Approval of shop drawings for proprietary/ specialized items of work, if any within one week from the date of submission by the construction agency/firm (pertaining to architectural & plumbing items)	During construction period
(vii)	Scrutiny of as built drawings and approval thereof within two weeks from submission	During construction period
(viii)	Obtaining completion/ occupancy certificate from the concerned civic authorities and other statutory bodies including submission of revised plans/ details if required	Four weeks after completion of work

The time allowed for carrying out the work, as specified in clause 12, shall be strictly observed by the Architects and shall be deemed to be the essence of the contract on the part of the Architect. The work shall throughout the stipulated period of the contract, be processed with all diligence and in the event of failure of the Architects to complete the work within time schedule as specified above or subsequently notified to them, the Architects shall be liable to pay the HITES compensation (not amounting to penalty) at the rate not exceeding 1% (one percent only) to the total fee of the architect as per the contract per week of delay subject to maximum of 10% (Ten percent) of the total fee or such smaller amount as may be fixed by HITES.

ANNEXURE D**SALIENT FEATURES OF CONSULTANCY WORK****1) PRELIMINARY DRAWINGS: (Architectural & Plumbing drawings)**

- a) The site plan shall be in 1:200 scale and remaining drawings like floors and terrace plans, elevations and sections etc. shall be in scale 1:100 or suitable scale.
- b) Minimum two sections shall be prepared. One section through staircase/ lift pits and another as general section. Sections needed to indicate any special features shall be an addition to these two sections.
- c) Brief specifications to be followed for preparing preliminary estimates shall be finalized in consultation with HITES.
- d) Plan, Section, Elevation, 3D Views, walkthrough models etc shall be supplied.

2) WORKING DRAWINGS: (Architectural & Plumbing drawings)

- a) All floors plans, Terrace plans, elevations and wall sections shall be in Scale 1:100 or suitable scale and shall be readable.
- b) Plans and sections shall be in suitable scale. Elevation from all sides in suitable scale.
- c) Large scale detailing of special areas, floor patterns, dadoing details, reflected ceiling plans shall also be supplied.
- d) Plans, elevations, sections and other details of fixed furniture Scale shall be in suitable scale
- e) Internal elevations shall be supplied.
- f) BIM modelling and interior detailing is to be done.

3) AS BUILT DRAWINGS: (Architectural & Plumbing drawings)

- a) All floor plans, terrace plans, elevation and section in suitable scale and shall be readable.

ANNEXURES - I TO VIII

Form A
FORM OF BID

To,
Chief Engineer (Design)

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1. Having visited the Site, ascertained the Site conditions and examined the Conditions of Contract, Client's requirements, Terms of Reference, Notice Inviting Bids, Instructions to Bidders and addenda for the execution of above named works, we the undersigned, offer to execute and complete such works and remedy defects therein in conformity with the said Conditions of Contract, Requirements, Notice Inviting Bids, Instruction to Bidders and addenda for
2. While preparing this Bid, we have gathered our own information and conducted our own inquiry/survey to our satisfaction and we do not rely solely on the information provided in this tender document. We shall not hold HITES responsible on any account in this regard.
3. We acknowledge that the Appendix forms an integral part of the Bid.
4. We undertake, if our Bid is accepted, to commence the works within the stipulated time and to complete the whole of the works comprised in the Contract within the stipulated period to be calculated from the date of issue of the Letter of Award, as indicated in the Appendix.
5. If our Bid is accepted, we will furnish a bank guarantee, within 07 days of issue of Letter of Award as Performance security for the due performance of the Contract.
6. We agree to abide by our bid in response to this tender document for a minimum period of 120 days from the last date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiry of that period or any extended period mutually agreed to.
7. We agree to abide by the modifications / amendments by HITES in the terms and conditions of the tender document.
8. We declare that the submission of this Bid confirms that no agent, middleman or any intermediary has been, or will be engaged to provide any services, or any other item of work related to the award and performance of this Contract. We further confirm and declare that no agency commission or any payment, which may be construed as an agency, commission has been, or will be, paid and that the Bid price does not include any such amount. We acknowledge the right of HITES, if it finds to the contrary, to declare our Bid to be non-compliant and if the Contract has been awarded to declare the Contract null and void.
9. We understand that you are not bound to accept the lowest or any Bid you may receive.
10. If our Bid is accepted we understand that we are to be held solely responsible for the due performance of the Contract.
11. We enclose;
 - a. All documents as per the checklist
 - b. Bank guarantee for Rs (Rupees only) issued by (name of the bank) valid until towards Bid Security

c. Demand draft no dated issued by (name of the bank) for Rs 5,600 (Rupees five thousand Six Hundred Only) drawn in favour of M/s HLL Infra Tech Services Ltd. (HITES), payable at Thiruvananthapuram.

Note: (i). The Appendix forms part of the Bid

(ii) Bidders are required to fill up all the blank spaces in this form of Bid and Appendix.

Dated this.....day of.....**2019**

Signature

Name..... in the capacity of duly authorized to sign Bids for and on behalf of.....

Address

Telephone / Mobile No:

Witness – Signature

Name

Address

Occupation

Telephone / Mobile No:

Form B- Format for Bid Security (BANK GUARANTEE)

KNOW ALL MEN by these presents that we (Name of Bank) having our registered office at (Name of country) (hereinafter called “the Bank”) are bound unto HLL Infra Tech Services Limited (hereinafter called “HITES”) in the sum of Rs.------(Rupees-----only) for which payment will and truly to be made to the said HITES, the bank binds itself, its successors and assigns by these presents.

WHEREAS.....(Name of Bidder) (hereinafter called “the Bidder”) has submitted its Bid dated for providing -----

AND WHEREAS the Bidder is required to furnish a bank guarantee for the sum of Rs. (Rupees only) as Bid Security against the Bidder’s offer as aforesaid.

AND WHEREAS (Name of Bank) have, at the request of the Bidder, agreed to give this guarantee as hereinafter contained.

1. We further agree as follows:

a. That HITES may without affecting this guarantee grant time or other indulgence to or negotiate further with the Bidder in regard to the conditions contained in the said Bid and thereby modify these conditions or add thereto any further conditions as may be mutually agreed upon between HITES and the Bidder.

b. That the guarantee hereinbefore contained shall not be affected by any change in the constitution of our bank or in the constitution of the Bidder.

c. That any account settled between HITES and the Bidder shall be conclusive evidence against us of the amount due hereunder and shall not be questioned by us.

d. That this guarantee commences from the date hereof and shall remain in force till----- (date to be filled up) (up to 120 days from the closing date of submission of Bid or any extension thereof). (The said Bank guarantee shall be irrevocable and operative for a period not less than 45 days beyond the validity of the Bid)

e. That the expression ‘the Bidder’ and ‘the Bank’ herein used shall, unless such an interpretation is repugnant to the subject or context, include their respective successors and assigns.

2. The conditions of this obligation are:

a. if the Bidder withdraws his Bid during the period of Bid Validity, or

b. if the Bidder does not accept the correction of his Bid Price as corrected by the Evaluation Committee

c. if the Bidder having been notified of the acceptance of his Bid by HITES during the period of Bid Validity :

(i) fails or refuses to furnish the required Performance Security for the amount equal to 5% of the Contract price (Assignment Fee)

(ii) fails or refuses to enter into a Contract within 15days of notification of the acceptance of his bid by HITES

We undertake to pay to HITES upto the above amount upon receipt of his first written demand, without HITES having to substantiate his demand provided that in his demand HITES will note that the amount claimed by him is due to him owing to the occurrence of any one or more of the conditions (a), (b), (c) mentioned above, specifying the occurred condition or conditions.

Signature of the witness

.....

Name of the Witness

.....

Address of the Witness

.....

Signature of

Authorized official of the Bank

Name of official

Designation

Stamp/Seal

of the Bank

Form C-Format for Performance Security (BANK GUARANTEE)

This deed of guarantee made this day of between Bank of (hereinafter called the “Bank”) of the one part, and HLL Infra Tech Services Ltd.(HITES) (hereinafter called “HITES” and the Client) of the other part.

WHEREAS HLL Infra Tech Services Ltd.(HITES), Noida has awarded the Contract for providing ----- to (hereinafter called the Architectural Consultant).
(Name of the Architectural Consultant)

AND WHEREAS the Architectural Consultant is bound by the said Contract to submit to HITES, a Performance Security for a total amount of Rs.).

1. Now we the undersigned (Name of the Bank) being fully authorized to sign and to incur obligations for and on behalf of and in the name of (Full name of Bank), hereby declare that the said Bank will guarantee HITES the full amount of Rs. as stated above.

2. On or before, the Architectural Consultant has signed the aforementioned Contract with HITES, the Bank is engaged to pay HITES, any amount up to and inclusive of the aforementioned full amount upon written order from HITES to indemnify HITES for any liability of damage resulting from any defects or shortcomings of the Architectural Consultant or the debts he may have incurred to any parties involved in the works under the Contract mentioned above, whether these defects or shortcomings or debts are actual or estimated or expected. The Bank will deliver the money required by HITES immediately on demand without delay without reference to the Architectural Consultant and without the necessity of a previous notice or of judicial or administrative procedures and without it being necessary to prove to the Bank the liability or damages resulting from any defects or shortcomings or debts of the Architectural Consultant. The Bank shall pay to HITES any money so demanded notwithstanding any dispute/disputes raised by the Architectural Consultant in any suit or proceedings pending before any Court, Tribunal or Arbitrator/s relating thereto and the liability under this guarantee shall be absolute and unequivocal.

3. This guarantee is valid for a period of sixty days beyond the successful completion of all contractual obligation of Architectural Consultant.

4. At any time during the period in which this guarantee is still valid, if HITES agrees to grant a time extension to the Architectural Consultant or if the Architectural Consultant fails to complete the Works within the time of completion as stated in the Contract, or fails to discharge himself of the liability or damages or debts as stated under Para 5, above, it is understood that the Bank will extend this Guarantee under the same conditions for the required time on demand by HITES and at the cost of the Architectural Consultant.

5. The guarantee hereinbefore contained shall not be affected by any change in the Constitution of the Bank or of the Architectural Consultant.

6. The neglect or forbearance of HITES in enforcement of payment of any moneys, the payment whereof is intended to be hereby secured or the giving of time by HITES for the payment hereof shall in no way relieve the bank of their liability under this deed.

7. The expressions “HITES”, “the Bank” and “the Architectural Consultant” hereinbefore used shall include their respective successors and assigns.

In witness whereof I/We of the bank have signed and sealed this guarantee on the ----- day of -
-

----- (Month) **2019**

being herewith duly authorized.

For and on behalf of

The.....Bank.

Signature of authorized bank official

Name:

Designation:

Stamp/Seal of the Bank:

Signed, sealed and delivered for and on behalf of the Bank by the above named in the presence of :

Witness 1

Signature

Name

Address

Witness 2

Signature

Name

Address

Form D

FORMAT FOR POWER OF ATTORNEY FOR AUTHORIZED SIGNATORY

Know all men by these presents, We.....(Name of the Bidder and address of their registered office) do hereby constitute, appoint and authorize Mr / Ms.....(name and residential address of Power of Attorney holder) who is presently employed with us and holding the position ofas our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid for providing -----, including signing and submission of all documents and providing information / responses to HITES, representing us in all matters before HITES, and generally dealing with HITES in all matters in connection with our Bid for the said Project.

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

Dated thisDay of2019

Note:

The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.

This Power of Attorney should be provided on non-judicial stamp paper duly notarized of appropriate value.

Form E
FORM OF CONTRACT AGREEMENT

This agreement is made at New Delhi on the day of _____ **2019** Between HLL Infra Tech Services Ltd.(HITES) hereinafter called “HITES” of the one part and (Name of the Architectural Consultant) (Address of the Architectural Consultant) of hereinafter called “the Architectural Consultant” of the other part.

WHEREAS HITES is desirous that certain Services should be provided and certain works should be executed for and has accepted a Bid by the Architectural Consultant for providing such services as well as guarantee of such services and the remedying of defects therein.

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.

The following documents shall be deemed to form and be read and construed as part of this agreement, viz:

- a. Tender document
- g. Bid submitted by the Architectural Consultant.
- h. Schedule of milestones
- i. Form of Bid with Appendix
- j. Letter of Acceptance (LOA)
- k. Addendums/corrigendum issued, if any

2. In consideration of the payments to be made by HITES to the Architectural Consultant as hereinafter mentioned, the Architectural Consultant hereby covenants with HITES to execute and complete the Project by _____.

3. HITES hereby covenants to pay the Architectural Consultant in consideration of the execution and completion of the Project and the remedying of defects therein, the total Contract Price (Lumpsum Fee) of Rs. _____ being the sum stated in the Letter of Award subject to such additions thereto or deductions there from as may be made under the provisions of the Contract at the times and in the manner prescribed by the Contract.

4. Obligation of the Architectural Consultant

The Architectural Consultant shall ensure full compliance with tax laws of India with regard to this Contract and shall be solely responsible for the same. The Architectural Consultant shall keep

HITES fully indemnified against liability of tax, interest, penalty etc. of the Architectural Consultant in respect thereof, which may arise.

IN WITNESS WHEREOF the parties hereto have caused their respective common seals to be hereunto affixed / (or have hereunto set their respective hands and seals) the day and year first above written.

For and on behalf of the Architectural Consultant For and on behalf of HITES Signature of the authorized official Signature of the authorized official

Name of the official
Stamp/Seal of the Architectural Consultant
Stamp/Seal

Name of the official

SIGNED, SEALED AND DELIVERED

By the said
Name

By the said
Name

on behalf of the Architectural Consultant in the presence of:

Witness
Name
Address

on behalf of HITES in the presence of:

Witness
Name
Address

Note:

To be made out by HITES at the time of finalization of the Form of Agreement.

** Blanks to be filled by HITES at the time of finalization of the Form of Agreement.

*** To be deleted if not applicable

**Signature of the applicant
Name & Designation**

Place:

Date

Annexure-I

ORGANIZATIONAL DETAILS

Sl. No.	Parameter	Details
1.	Organizational Set-up: <ul style="list-style-type: none"> - Year of Establishment - Status of Firm (Proprietorship/Partnership/Any other) - Name of Directors/Partners/Proprietors - Empanelment with Govt. Organizations (Mention names along with copies of Certificates) 	
2.	Staff Strength <ul style="list-style-type: none"> - Architects (nos.) - Structural Engineers (nos.) - Civil Engineers (nos.) - Plumbing / sanitary engineers - Electrical Engineers (nos.) - Environmental Engineers (nos.) - HVAC Engineers (nos.) 	
3.	Details of Office Automation	
4.	ISO Certification	
5.	Outsourcing jobs <ul style="list-style-type: none"> - Structural Design - Plumbing, Sanitary & water supply - Electric Schemes & Design - Fire Fighting and fire detection - Environmental - Air conditioning - Mechanical - Any other 	Details of sub-consultants (if any) to be given

Annexure-II**DETAILS OF DIRECTORS/PARTNERS/PROPRIETORS**

Sl. No.	Name of Partners/Directors / Proprietors	Academic Qualifications	Designation	Address / Phone / Fax / e-mail

**Signature of the applicant
Name & Designation**

Place:

Date:

Annexure-IV**LIST OF MAJOR MEDICAL ARCHITECTURAL PROJECTS COMPLETED/ IN PROGRESS**

Sl. No	Name of Work / Project in Progress with Address	Short description of Architectural Consultancy	Name and address of Owner	Value of Work/Project executed	Date of Start of Project	Stipulated time of Completion	Status of work	Expected date of completion

Note:

The list of Works/Project mentioned should be substantiated with documentary evidence such as work orders etc. in the absence of which the application is liable to be rejected.

Signature of the applicant

Annexure-V**LIST OF MAJOR ARCHITECTURAL/CONSULTANCY PROJECTS/ASSIGNMENTS IN PROGRESS**

Sl. No	Name of Work / Project in Progress with Address	Short description of Architectural Consultancy	Name and address of Owner	Value of Work/Project executed	Date of Start of Work/Project	Stipulated time of Completion	Status of work	Expected date of completion	Any other relevant information

Note:

The list of Works/Project mentioned should be substantiated with documentary evidence such as work orders etc. in the absence of which the application is liable to be rejected.

Signature of the applicant

Annexure-VI**FINANCIAL STATUS**

Sl. No.	Financial year	Turnover (in Rs. Lacs)	Profit / loss (-)
1.	2016- 2017		
2.	2017-2018		
3.	2018-2019		

Note:

Certified copies of audited Balance Sheets/IT Return/Chartered Accountants certificates to be enclosed.

**Signature of the applicant
Name & Designation**

Place:

Date:

Annexure-VII

**LIST OF WORKS FOR WHICH GRIHA /INTERNATIONAL RATINGS
FOR
GREEN BUILDINGS EARNED**

S. No	Name of Client	Name of Project	Covered Area	Cost of Work	Detail of the Project (Salient Feature of the Project)	Rating Earned

**Signature of the applicant
Name & Designation**

Place:

Date:

Annexure-VIII**LIST OF EQUIPMENT & SOFTWARE AVAILABLE WITH THE FIRM**

S.No.	Name of Equipment	Type	Nos.
1	Computers		
2	Printers		
3	Plotter		
4	Software's		

**Signature of the applicant
Name & Designation**

Place:

Date:

Annexure- C

“Price Bid”

(The envelope shall be marked Price Bid will contain consultancy fee for executing the job in the format enclosed).

Name of the Bidder:

Address :

Name of work: Providing Architectural & Plumbing Consultancy services for the Construction of OP block with lab & diagnostic facilities and Institute of Maternal and Child Health (IMCH) block at Govt. Medical College, Kozhikode.

I/ we hereby agree to render consultancy services for the project as defined in the Bid documents and also agree to abide by all the terms and conditions put forth in the said Bid documents enclosed and my/our fee for the above all services will be as follows:

	Description	Lumpsum Amount (in Rs.)
Part A	Master Plan and Concept design as per clause 5 (ii) (A)	

	Description	Rate per square meter (in Rs.)
Part B	Detailed design as per clause 5 (ii) (B)	

The fees quoted shall be inclusive of all direct and indirect taxes but excluding GST. The above fee shall remain firm till the completion of the project in all respect. We understand that you are not bound to accept any Bid you receive and you have the right to award the consultancy job in Parts and or as a whole.

Authorized signatory along with the seal

Any tax imposed after the last date of submission will be reimbursed.