

ASANSOL DURGAPUR DEVELOPMENT AUTHORITY

(A Statutory Authority of the Government of West Bengal)

Durgapur Office :

1st Administrative Building, City Centre
Durgapur - 713216,
Ph. No. (0343) 2546716, 2546815
Fax No. : (0343) 2545793
e-mail : adda.dgpr@gmail.com
ceoadda.ud@gmail.com

Website : www.addaonline.in

Asansol Office

Vivekananda Sarani (Senraleigh Road)
Near Kalyanpur Housing More, Asansol - 713305
Ph. No. (0341) 2257377
Fax No. (0341) 2257379
e-mail : adda.asl@gmail.com
ceoadda.ud@gmail.com

Ref. No. ADDA/DGP./PC-126/17-18-856 .

Date : 03/11/17

NOTICE FOR EMPANELMENT OF ARCHITECTS/ CONSULTANTS

ASANSOL DURGAPUR DEVELOPMENT AUTHORITY

Applications are invited for Empanelment from reputed Architectural/Consultant Firms for carrying out Architectural & Engineering Consultancy Services for the Asansol Durgapur Development Authority.

The broad scope of work shall include conceptualizing, planning, designing and monitoring interior/repair work/renovation works of the different projects of ADDA including modular interior using latest materials to provide modern look in close co-ordination with various other agencies and officials involved therein.

The scope of work also includes the basic requirement of Architectural & Structural drawings/3D views and structural reports and tender documents.

Eligibility Criteria:

- They should be having sufficient organizational structure comprising of qualified personnel viz Architects, Interior designers, Engineers etc. along with other technical personnel and associates, if any, to carry out execution of such work in terms of nature and magnitude. They should be having registration with COA.
- They should have necessary infrastructure/ equipment, etc., to handle small, varied and challenging work involving Architectural / Urban Designing / Landscaping repair/renovation/refurbishment etc. in working/occupied premises and should have reasonable set up and presence in the geographical jurisdiction of the Asansol Durgapur Development Authority / West Bengal.
- They should have experience of having successfully completed similar works as follows during last 3 years (as on 31.08.2017):
- The minimum eligibility of the empanelment of individual consultants / Consultancy firms shall be 5 (five) years of experience in Architectural works after the date of registration from the Council of Architecture.

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PROCEDURE FOR APPLICATION & SELECTION:

- i. Applications must be accompanied by duly filled and signed pro forma as prescribed in the official website of ADDA (www.addaonline.in). The pro forma, duly filled shall serve as the document for screening of consultants for empanelment, which is the part of the technical bid.
- ii. The Technical Bid shall also contain the following credentials:
 - a) Credentials as mentioned in the Proforma annexed with this Notice
 - b) Trade License
 - c) PT Registration Certificate
 - d) GST Registration Certificate
 - e) PAN Card
 - f) Registration Certificate from Council of Architecture
 - g) Audited Balance sheet of last three financial years
- iii. The financial offer shall be submitted in terms of percentage of the Project Cost for each of the five categories of 'Type of Project' individually online. Preference shall be given to the lowest percentage quote, which shall be considered as the percentage rate for that category of Project Type.
- iv. Any Financial Bid which is unreasonably low or high will be rejected under the discretion of the Chief Executive Officer of this Authority.
- v. The Application shall have to be made in two parts, in two different sealed envelopes, one for Technical Part of the Bid with all the relevant experiences of the Consultant. The other shall consist of the duly signed financial offer inclusive of taxes, to be furnished as per the format given by this Authority.
- vi. Work shall be allotted to the empanelled firms as and when the need arises and as per the requirement by ADDA.
- vii. After completion of all the formalities, the list of the shortlisted firms along with the lowest financial offer for each category will be displayed.
- viii. It is to be noted that all the above process will be carried out in e-tendering process.
- ix. The Technical Bid shall be opened first and on the basis of screening and subsequent qualification in the Technical bid, Financial bid of the bidder shall be considered.
- x. Security Deposit or Earnest Money Deposit is not required to be submitted by applicant for this e-tendering process.

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- xi. The empanelment shall be valid for one calendar year, and it shall be renewed subsequently if the Authority deems it fit.
- xii. In case of any ambiguity regarding the application, the decision of the CEO, ADDA shall be final.

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Application, complete in all respects, along with relevant documents duly super scribing 'EMPANELMENT OF ARCHITECTS / CONSULTANTS for the ADDA Projects in sealed envelope must reach the following address on or before 28th November,2017.

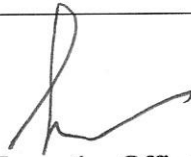
The Chief Executive Officer
Asansol Durgapur Development Authority
City Centre, Durgapur-713216

ADDA reserves the right to reject any/ all application/s without assigning any reasons thereof.

Further, this empanelment is not binding for this Authority for the selection of the Architectural Consultants apart from the empanelled Firm/Architects

Schedule of Dates

<i>Schedule</i>	<i>Date</i>	<i>Time</i>
Date of availability of Quotation Document online	7 th November 2017	
Pre- Bid meeting	14 th November 2017	12:00 noon
Last Date of Online Submission of Quotation	28 th November 2017	Upto 4:00 PM
Opening of financial bid	To be intimated through e-Tender portal	


Chief Executive Officer
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FINANCIAL BID OF PROJECTS TO BE UNDERTAKEN BY EMPANELLED ARCHITECTURAL FIRMS / CONSULTANTS FOR ADDA

Serial No.	Type of Project	Financial Offer as Percentage of Project Cost
1.	Interior Designing, Renovation and Repairing	
2.	Architectural Consultancy and Building Design	
3.	Urban Design Project	
4.	Landscape Designing	
5.	Specific Projects for Structural Design cum Drawing and Engineering Consultancy works	

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SAMPLE FILLED FORM

FINANCIAL BID OF PROJECTS TO BE UNDERTAKEN BY EMPANELLED ARCHITECTURAL FIRMS / CONSULTANTS FOR ADDA

Serial No.	Type of Project	Financial Offer as Percentage of Project Cost
1.	Interior Designing, Renovation and Repairing	1%
2.	Architectural Consultancy and Building Design	0.7%
3.	Urban Design Project	0.5%
4.	Landscape Designing	0.8%
5.	Specific Projects for Structural Design cum Drawing and Engineering Consultancy works	0.6%

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Scope of work for the above mentioned projects shall include detailed Architectural drawings, 3D views, engineering details, details of building services, cost estimates, structural design and drawings, Geo-technical verification and reports and complete B.O.Q. for tendering purposes.

It may also be noted that Urban Designing Project shall include preparation of Master plan, site development, plotted development, street furniture and Architectural Vocabulary including modalities such as controlled elevation, Skyline Design, Landscape Design features and Development Control guidelines for the entire stretch of Project area.

Works related to Landscape Designing shall be undertaken separately by this Authority if such work is not included in the scope of the Architectural or Urban Design projects. It may also be applicable to special type of projects like parks, boulevard, water front development etc.

Specific project for Structural Design and Engineering consultancy will include works related to structural design of building structure, steel frame design, design of small bridges and culverts, Geo-technical verification and reports etc. This type of work shall include detailed B.O.Q. and tender document.

Any Planning & Engineering consultancy works related to roads or bridges shall also include Planning and Engineering survey works, as per requirement of the project such as Transport Planning, Traffic Survey, Traffic Volume Density calculation and would also encompass detailed analysis in the form of reports.

The Authority may also include or omit certain services in the scope of work on a project to project basis from the list of works to be undertaken by the enlisted Architectural Firm / Consultant, as mentioned above.

Necessary vetting from Govt Agencies / Universities is included in the scope of work of Engineering and Architectural Consultancy of buildings, bridges, and roadways.

However it lies within the sole discretion of the Authority regarding selection of the Consultant for a specific project.



Chief Executive Officer
Asansol Durgapur Development Authority