

# National Agri- Food Biotechnology Institute

(Deptt. of Biotechnology, Govt. of India)

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# EXPRESSION OF INTEREST DOCUMENT

Subject: Selection of Architects for preparation of the Campus Master Plan and Building Designs for Construction of National Agri - Food Biotechnology Institute (NABI) in Knowledge City, Sector - 81, Mohali, Punjab.

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# SECTION I BRIEF PARTICULARS OF THE WORK

**1.** Title of the work for which Expression of Interest applications is invited:

Item	Brief Particulars	
Name of	Selection of Architects for preparation of the Campus Master Plan a	
Assignment	Building Designs for Construction of National Agri- Food Biotechnology Institute (NABI) in Knowledge City, Sector - 81, Mohali, Punjab.	

2. Location: The location of the proposed Institute: Knowledge City, Sector - 81, S. A. S. Nagar, Mohali, Punjab-160071.

**3.** Present Address of Interim Facility: **National Agri-Food Biotechnology Institute (The Deptt. of Biotechnology), C-127, Industrial Area, Phase 8, S. A. S. Nagar, Mohali, Punjab - 160071** 

#### 4. Introduction and Scope of work

#### 4.1 Introduction:

Establishment of National Agri- Food Biotechnology Institute (NABI) & Bio-processing Unit (BPU) in Knowledge City (Sector-81) at Mohali, Punjab, as autonomous institutions has been proposed by the Department of Biotechnology, Ministry of Science & Technology, Government of India, New Delhi over an area of 50 acres of land. Out of this, 35 acres of land is earmarked for NABI & the balance for BPU.

It is proposed to start construction work at the proposed site at the earliest. The objective of the present tender is to select an architectural consultancy firm for preparation of the Campus Master Plan for NABI and Building Designs for Construction of National Agri- Food Biotechnology Institute (NABI) in Knowledge City (Sector-81) at Mohali, Punjab. The scope of work of the architect shall include the following.

- Feasibility study
- Liaising for all statutory approvals (But not environmental impact assessment)
- Vision document for year 2030 with various phases
- Broad campus planning with FAR 3
- Preparation of documents for application to Punjab Govt. for FAR enhancement to 3
- Detailed site planning for immediate requirement of about 45000 sq/m
- Planning of roads
- All services networks like drainage network, electrical network etc.
- Landscaping
- Building designs, architectural working drawing
- Service drawings for various building systems including electrical communication, LAN, AC, plumbing etc.
- Structural drawings
- Firefighting drawings and statutory clearances
- Initial budget estimation and detailed estimates and various stages
- Specifications and construction details
- Preparation of tenders for appointment of PMC, contractors or any other agencies / suppliers etc.

- Quality control procedures for PMC (PMC will be responsible of assurance of day to day quality at site)
- System performance evaluation
- Signage design
- Certification of bills for adherence to the design and specifications of works (PMC shall be responsible for certifying day to day quality, and certificate of bills for quantity)
- Visit site for supervision
- Attend meeting for decisions and review
- Appoint site architect and staff at site for adherence to the design.
- Vetting of structural drawing from any IIT
- He should have able consultants like structural designer, energy consultant, plumbing consultant, electrical consultant, air conditioning consultant and others as per requirement to ensure that the planning, execution & designing are upto standards.

This will include development of the campus, location of buildings and building plans as per the requirements, the road & drainage network, public health, electrical and computer cabling system, landscaping, building designs, cost estimates and other support systems. The institute will develop state of art research laboratories, experimental fields, teaching facilities, green houses, guest houses, hostel, recreational facilities, residential campus etc. The Campus will have world class environment for wholesome living, research and development and partnerships with industry. Accordingly, architectural agencies with creativity, drive and state-of-art outlook for developing a world class institute are invited by NABI for preparing campus layout, landscape and design inclusive of the following broad requirements.

#### 4.2 Tentative types of Buildings & sizes

Some major points are suggested below for broad guidance in the development of vision/design presentation. Architects are invited to visit the institute at its Interim Facility (C-127, Industrial Area, Phase 8, S. A. S. Nagar, Mohali) for further details and clarifications if required, and the location in Sector 81 so that they showcase their vision and concept as per technical and locational requirements of the project.

# Suggestive campus lay-out and building schedules

		Plinth Area (Approx.
Sr.	Puilding Type	to be actually
No.	Building Type	calculated as per
		norms)
1.	Administrative building (connected to main laboratory)	3000 sq. m.
	Director's office with one medium size meeting room (for twenty people) and one large size meeting room for 60-80 people (preferably in upper floor) Business development cell, knowledge cell, public	
	Other Administrative offices. Total administrative posts	
2	Main laboratory building	16000 sa m
2.	For about 110 scientists, 25 technicians, 50 scholars. Main laboratory building for NABI Parking	10000 sq.m.
	Generator room, Panel room, Stabilizers – Approx. 1000 sg. m.	
	Heavy equipments -1000 sq. m. Work shop -1000 sq. m.	
	Washing, autoclaving, baking, drying of glass wares, MilliQ water system, Water distillation system, cold rooms - 1000 sq. m	
	Genetics and Plant Breeding - 2000 sq. m.	
	Seed & plant material storage lab	
	Quantitative genetics lab	
	Qualitative traits labs	
	Yield stability & quality lab	
	Bioinformatics lab	
	Computer center	
	Biotechnology Division - 4000 sq. m.	
	Tissue culture and transformation- 2000 sq. m.	
	Molecular biology, metabolomics, proteomics and	
	genomic -1000 sq. m.	
	Physiology, Biochemistry- 1000 sq. m.	
	Nutritional Science Division -4000 sq. m.	
	Nutritional chemistry lab	
	Nutrigonomics	
	Pharmacokinetics	
	Formulation development	
	Food Technology Division – 4000 sq. m.	
	Food proteins, carbohydrates.	
	lipids laboratories	
	Food engineering lab	
	Food microbiology lab	
	Post harvest stability lab	
	Food standards lab	

	Fach Division to have husiness discussion room for	
	Each Division to have business discussion room for	
	meeting room and a 50 member seminar room	
3.	Auditorium building	3000 sq. m.
	Main conference hall for 500 people.	
	Two conference halls, for 100 people,	
	Library for 50 readers & book storage.	
	Education and training office, facilities, library for 50	
	people.	
	Class rooms (15 nos., each should accommodate 25	
	students)	
	Canteen & dining room Gymnasium/recreational	
	facility.	
4.	Animal house (at isolated place)	1200 sq. m.
5.	Glass houses (20 nos., 400 sq ft each at one or	8000 sq.m.
	multiple places, but attached to ground floor of	
	Genetics & Plant Breeding Division) and net houses	
	(10 nos., 5000 sq ft each) close to the laboratory	
	building.	
6.	Guest house for NABI & BPU – 50 rooms with dining	As per norms
	hall for 100 people, gym and graceful lobby, 5 VIP	
	rooms with lounge, 10 Visiting faculty one room	
	kitchen units. (GH with 5 VIP rooms may be annexed	
	to Director's House, if suitable.	
7.	Residential facilities	
	Executive Director/CEO's office-cum-residence (for	400 sg.m. each
	NABI & BPU - 2 no.)	
	Each 4000 sq. ft. built up area with an office & dining	
	hall (for 24 people) and with an out - house for	
	servants, garage for car park on a plot of land (could	
	lead to VIP Guest House with an annexe).	220 cg m oach
	Residence for Dean/Associate Director (for NABI &	szu sy.m. each
	FOUR BHK apartments (1800 sq. tt. each) 4 no. for	
	Scientict apartments	
	• Three DHK for 11 people	180 sam each
	Three BHK for 20 page 4	128 sq m oach
	• Three BEK for 30 people.	80 sq m each
	• I WO BERK Flats for 20 people.	60 sq.m. each
	One Brik Flats for 20 people.	50 sq.m. each
	<ul> <li>Essential supporting stall for 10 people.</li> <li>Hostols for NABL &amp; BDU = 250</li> </ul>	
	200 students and 50 married scholars	20 sg.m. and 35 sg.m.
	(Arrangement should be made in such a way that	each respectively
	hove and girls are segregated)	
8.	<b>Canteen/cafeteria</b> for the campus	1860 sq.m.
•	Disconcernentials final indication for the	222

10.	<b>Incinerator</b> with proper chimney in proximity of glass/net house, animal house.	200 sq.m.
11.	Power sub-station for NABI & BPU	930 sq.m.
12.	Recreational facilities (or in auditorium building)	As suitable
13.	Landscaping around the drainage channel and as per elevations	As suitable

#### Other Areas

1.	Play ground/open area	As per norms/max.
		possible
2.	Open field in form of one or two plots (for growing	10 acres atleast
	crops).	
3.	Transgenic glass/green houses with climate control,	2325 sq.m.
	2500 sq ft each -10 nos. (open to sun light without any	
	shade effect).	
4.	Containment net houses, 5000 sq ft each- 10 nos.	4650 sq.m.
	(open to sun light without any shade effect).	

# Total plinth area as per sanctioned document (excluding glass houses & field facilities) is 47100 sq. meters.

#### 4.3 Points that may be considered in designing the campus plan and buildings

- The campus and buildings may be designed on concepts of cost savings on external and internal services, minimum maintenance and low cost of energy, water and electricity. Day lit buildings, dust free clean laboratories, low cost on air conditioning, sustainable campus, GRIHA rating as per Government of India directive, solar and bioenergy etc. will be some of the important criteria in evaluation of suitability of architect for designing NABI.
- 2. Minimum ground coverage should be used for buildings so that maximum possible ground is open & green. A nuclear mode of planning may be preferred to allow for savings on infrastructure and services and expansions in future.
- 3. Disaster resistant design of the structural system as per earthquake prone region.
- 4. Plan for fast track construction, repeatable expansion and rain water harvesting.
- 5. Solar water heating for laboratory, wash rooms and residences, wherever possible.
- 6. Fire safety features as per latest norms.
- 7. Adequate parking facilities/utilities for staff and visitors, underground parking for safety and to save ground area.
- 8. Special provision for privacy of family in residential quarters. All areas to give appearance of openness, aesthetics, natural view of green landscape and complete privacy.
- 9. Double walled building to keep inside of the building relatively cool/ Use of hollow bricks for the purpose of insulation, if desirable.
- 10. Laboratories, guest house, residence etc. to have internet, EPABX and LAN connectivity, as appropriate.
- 11. Direction of buildings to permit energy saving with respect to direction of Sun.
- 12. Laboratories with toughened glass partitions to permit visibility across functionally related areas, openness and yet efficient use of space and accessibility to allow sharing of facilities, sufficient moving space, equipment space, wash rooms etc..
- 13. Inside of the laboratories to be dust free as per requirements. Specific laboratories to be planned as clean laboratories, tissue culture laboratories, GLP laboratories, control climate

laboratories, radioactive laboratories, high temperature laboratories, fermentation laboratory, chemistry laboratory etc. Areas to be separated accordingly.

- 14. Deployment of cable management system with separate channels for data & power transmission instead of concealed electrical wiring in the campus. Use of industrial sockets (30 amp.) with MCB for high power equipments.
- 15. Main laboratory & administrative buildings to have most energy efficient air conditioning system to allow power saving during partial use of laboratory.
- 16. Provision for two RO water supply points in each laboratory wing, two fume hoods with outlets in each laboratory wing, one radioactive room on each floor in one corner within a laboratory with independent drainage. Other wing wise specialised laboratory requirements to be provided.
- 17. Lab furniture: Tables of size 4'-0", 5'-0" & 6'-0" complete with sink shelf, electric and gas connectivity, space for reagents and cabinets. Furniture for radioactive rooms to be of appropriate specifications.
- 18. Ramps should be provided for physically challenged people as per norms.
- 19. Overhead water storage to be planned in such a way that future vertical expansion of building can be undertaken without interruption of water supply to the pre-existing laboratory.
- 20. Safe and efficient foundation designs to suit the sub-soil condition and structural design.
- 21. Appropriate designs for waste disposal system, biosafety, environmental safety to be incorporated.
- 22. Design should be innovative rather than repetitive.
- 23. Services should be accessible from the corridors and walls, avoiding trenches. A duct exhaust air ventilation may be considered. This creates directional air flow which draws air into laboratories from clean areas and towards contaminated areas. The exhaust air is not recirculated to any other part of the building.
- 24. Campus plan to allow for future expansion as per long term needs.
- 25. Aspects related to efficient functional relationships among different departments in NABI and the institutes in neighbourhood. The labs will include space for faculty, technicians, research scholars. One way to organise space may be to have faculty offices (250 sq. ft.) on sun-lit side for the faculty and open lab space in rest of the hall for technicians and scholars, equipments, facilities, laminar flow hoods, biosafety, exhaust etc. Major equipment to be housed in Central Instrument Facility rooms as per functional applications.
- 26. Any other aspects that determine sustainability of campus, ambience and vision for the next 50 years.

#### 5. Scope of Work & duties of the Architect

**5.1** Supply Working Drawings and details for all aspects of the project as mentioned above, including architectural and structural drawings, space requirements, service and safety requirements, landscaping, electrical, sanitary & water supply connections, Substation etc. and other services as may be required by NABI. Designing and preparation of working drawings, budgetary cost estimates and details of "in-built furniture", other furniture, furnishings, interior decoration/detailing and obtaining approval of the NABI/authorized institutes.

**5.2** The Architect shall supply requisite copies of Drawings, complete tender schedules, specifications, bill of quantities etc. for preparation of tender documents & contract documents to appoint a Project Management Agency, who in turn will get the work executed.

**5.3** Providing assistance as may be required in carrying out negotiations with the Project Management Agency, contractors, suppliers or manufacturers and work in complete harmony to ensure efficient execution of work, quality and esthetics.

**5.4** Obtaining statutory approvals (except EIA approval) and completion certificate from the local authorities.

**5.5** Any other assignment that may be desirable in interest of efficient progress of the project.

## SECTION II

### **INFORMATION & INSTRUCTIONS FOR APPLICANTS**

#### 1.0 General:

1.1 Letter of transmittal and forms for pre-qualification are given in Section III.

1.2 The process of selection of architect is given in para 5.0 below.

1.3 All information called for in the enclosed forms should be furnished against the relevant columns in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column, a "nil" or "no such case" entry should be made in that column. If any particulars/queries are not applicable in case of the applicant, it should be stated as "not applicable". The applicants are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the applicant being summarily disqualified. Applications made by email, telegram or fax and those received late will not be entertained.

1.4 The application should be typewritten. The applicant should sign each page of the application.

1.5 Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialling, dating and rewriting. Pages of the pre-qualification document are numbered. Additional sheets, if any added by the applicant, should also be numbered by him. They should be submitted as a package with signed letter of transmittal.

1.6 References, information and certificates from the respective clients certifying suitability, technical know how or capability of the applicant should be signed by an officer not below the rank of Executive Engineer or equivalent.

1.7 The applicant may furnish any additional information, which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is, however, advised not to furnish superfluous information. No information shall be entertained after submission of prequalification document unless the Employer calls it for.

1.8 Any information furnished by the applicant found to be incorrect either immediately or at a later date, would render him liable to be debarred from participation in this work as well as in future.

1.9 The pre-qualification document in prescribed form duly completed and signed should be submitted in a sealed cover. The sealed cover superscribed "Expression Of Interest document for Master Planning and Architectural Design for NABI campus" shall be received by Executive Director, NABI or his authorised representative upto 1700 Hrs on October 30, 2010. Documents submitted in connection with pre-qualification will be treated confidential and will not be returned. One soft copy in CD shall also accompany the application.

2.0 A maximum of six applicants will be shortlisted on the basis of criteria listed under the "Process for Selection of Architect" (para 5.0 and 5.1, Table 1) and invited to make a detailed presentation of the concept and design vision early in the week beginning Nov 22 and discussions with an Evaluation Committee.

**3.0 Method of Application:** 

3.1 If the applicant is an individual, the application shall be signed by him above his full typewritten name and current address.

3.2 If the applicant is a proprietary firm, the application shall be signed by the proprietor above his full typewritten name and the full name of his firm with its current address.

3.3 If the applicant is a firm in partnership, the application shall be signed by all the partners of the firm above their full typewritten names and current addresses or alternatively by a partner holding power of attorney for the firm. In the latter case, a certified copy of the power of attorney should accompany the application. In both cases a certified copy of the partnership deed and current address of all the partners of the firm should accompany the application.

3.4 If the applicant is a limited company or corporation, the application shall be signed by a duly authorised person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The applicant should also furnish a copy of the Memorandum of Articles of Association duly attested by a Public Notary.

3.5 If the applicant is a consortium, the application shall be signed by a duly authorised person holding power of attorney for signing the application accompanied by a copy of the power of attorney letter. The applicant should also furnish a copy of the Memorandum of Association duly attested by a Public Notary. If one of the consortium partners are a foreign agency, then they must provide all the certificates of incorporation & licences to practice within their country. They should also convert project cost / fee/ turnover details into Equivalent Indian Rupees

#### 4.0 Final Decision Making Authority.

The employer reserves the right to accept or reject any application and to annul the prequalification process and reject all applications at any time, without assigning any reason or incurring any liability to the applicants.

#### **5.0 CRITERIA**

In order to create a transparent, merit-based selection, an Evaluation Committee will select the architect through a two stage process of short-listing.

The EOI shall be accompanied by a description (in the format given in Form A, B) of relevant previous examples which will be graded to invite a few (maximum six) shortlisted applicants for a presentation based on the outline brief provided in Section I under para 4, parts 4.1 to 4.3.

Short listing shall be based on organisation strength, past experience in similar works, financial capability, prestigious awards received for similar works from reputed International/Indian Institutions, Capability in designing scientific research institutes and Sustainable / Green Design of Campus and the Buildings. The Institute, however, reserves the right to restrict the short listing of firms to any number deemed suitable by it. Details of the criteria and the process are as follows.

#### **5.1 Process of Selection:** Step wise process of selection of architect is given below.

The process for selection of the Architect for the designing of Main Campus of NABI:

- (i) First stage short listing of architects on the basis of inputs provided by the architects in response to the EOI advertisement and the predefined criteria and weightages as listed in Table 1 below. This is called as 'First Stage Selection'.
- (ii) Inviting the shortlisted architects for presentation of vision document before an Evaluation Committee. Inputs from NABI are already given under Section I, para 4 (4.1 to 4.3) to help the contestants for preparing their presentation. This is called as the 'Second Stage Selection'. It should be technical in nature, related to specifics of the project and is most critical to decision

making at NABI as per criteria listed in Table 2 and details given under Section I (para 4.1 to 4.3).

- a. First technical presentation by the selected architects towards development of campus plan. The architects invited for the presentation will be compensated upto Rs. 1 lakh towards the expenditure made by them in preparing the presentation. The compensation will be paid at the time of final decision.
- b. Second technical presentation, if desired by the Evaluation Committee to clarify or expand upon specific points/details, give a 3D walk through etc.
- c. Finalisation of the architect OR, if desired by the Evaluation Committee, Third vision presentation OR visit to their recent sites of works.
- d. Finalisation of the architects on the basis of technical presentations (iii, iv and v or as required) and as per the criteria given in Table 2. The compensation of Rs. 1 lakh to each of the architects invited for technical presentation will be paid at this stage.
- (iii) Award of contract on the basis of technical (75% weightage) and financial (25% weightage) evaluation (Quality and Cost Based Selection) of the architects/ firms and their bids.

#### Table 1: Criteria and scores for shortlisting the architects: First Stage Selection

Sr. No	Criteria	Maximum	Total %
		Score	
1	Experience of designing & executing single Projects of 50 acres and		
	above campus similar in scope during the last five years as per Form A	40	20%
	(10 points each) and in progress as per Form B (5 points each)		
2	Experience of designing & executing single projects costing Rs.100		
	crores or more, similar in scope during the last 5 years as per Form A	40	20%
	(10 points each) and in progress as per Form B (5 points each)		
3	Experience of designing & executing projects of energy efficient		
	buildings or BEE star rated buildings of more than 20,000 sq. ft.	40	20%
	during the last 5 years, as per Form A and Form B.		
4	Experience of designing & executing major projects for reputed <b>PSU/</b>	10	
	Government organizations as per Forms A and B.	10	
5	Experience of designing & executing <b>Projects of Biological Research</b>	20	
	and teaching institute as per Forms A and B.	20	
6	Experience of designing tissue culture and controlled climate	5	
	laboratories as per Forms A and B.	5	25%
7	Experience of designing biotechnology biosafety laboratory as per	5	2370
	Forms A and B.	5	
8	Experience in designing radioactivity and chemical hazards laboratory	5	
	as per Forms A and B.	5	
9	Experience in designing campus with animal house, research field,	5	
	green houses etc. as per Forms A and B.	5	
10	International Awards (10 marks for each award)	20	1 5 9/
11	National Awards ( 5 marks for each award)	10	13%
	Total	200	100%

#### Table2: Criteria for Second Stage Selection of architect, on the basis of presentations

The criteria for selection of the architect will be 75% weightage to various technical aspects as listed below (against the background of NABI project details given in Section I, para 4.1 to 4.3) and 25% weightage to the financial bid. The technical aspects will be as follows:

#### Criteria and scores for final selection of the architect

Criteria	Maximum	Score
	Sub Total	Total
National & International reputation as architect	15	15
Awards & recognitions	13	15
Experience of large projects		
<ul> <li>Experience of designing &amp; executing Projects involving campus/ site planning of large sites like NABI. The committee shall judge the quality of solution given by the architects in earlier projects. (The bidder to showcase actual site photographs with representative drawings to prove capability and quality).</li> <li>Experience of designing &amp; executing projects involving large constructed areas similar to NABI project. The committee shall also judge the capability of the architect         <ul> <li>in solving problems associated with large constructed areas, and towards efficiently organizing large construction areas etc.</li> </ul> </li> </ul>	15	15
Quality of previous work:		
• Based on site visit photographs and materials presented by the bidders, the, committee shall judge the quality, harmony in execution and timelines in works by the bidder.	10	10
Experience in energy efficiency vis a vis Vision for NABI		
<ul> <li>Experience of designing &amp; executing energy efficient buildings or BEE star rated buildings of more than 20,000 sq. ft. during the last 5 years, systems used, cost effectiveness and sustainability.</li> </ul>	15	15
Experience of research lab & vis a vis Vision for NABI		
<ul> <li>Competence of designing plant tissue culture, controlled climate green house and biotechnology laboratory.</li> </ul>	5	
<ul> <li>Competence in designing radioactivity, chemical hazards, biosafety laboratory</li> </ul>	3	15
<ul> <li>Competence in designing animal house.</li> </ul>	2	
<ul> <li>Competence in designing GLP laboratory, information systems in laboratory and campus etc.</li> </ul>	5	
Vision documents		
<ul> <li>Thematic uniqueness and functional relationships among different buildings and departments in NABI campus.</li> </ul>	10	
<ul> <li>Unique concepts on resource optimization and future expansion plan as reflected in the vision presentation for NABI.</li> </ul>	5	30
Ambience of the campus design	5	
<ul> <li>Cost saving, value adding aspects and prioritization vision for NABI.</li> </ul>	5	
<ul> <li>Features related to energy efficiency and sustainability</li> </ul>	5	

Marks will be allotted to quality, out of 100 as per the criteria listed above.

The final assessment of the offers will be based on QCBS system which is quality-cum cost based system. The architect who scores highest total marks will be awarded the contract as per the process outlined below :

Proposal with the lowest cost will be given financial score of 100 and other proposals given financial scores that are inversely proportional to their prices.

Therefore  $Sf = 100 \times FM/F$  Where FM is the price of lowest bidder & F is the price of the bidders.

Weightages will be allotted to Technical quality and cost to arrive at the best offer as follows:

75% Weightage to Technical Quality.

25% Weightage to Cost.

The formula to be applied in as follows:

S= (St X 75) + (St X 25)

S = Total Score

- St = Total Score on Technical Quality out of 100
- Sf = Score on Financial Bid

The bidder scoring highest marks will be finally selected.

- **6.0** 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 enclosures required in the pre-qualification document.

(b) Record of poor performance such as abandoning work, not properly completing the contract, etc.

#### 7.0 EXPERIENCE IN WORKS HIGHLIGHTING EXPERIENCE IN SIMILAR WORKS

**7.1** Applicant should furnish the following:

- (a) List of all works of similar class successfully completed during the last five years (in Form "A").
- (b) List of all the projects under execution or awarded (in Form "B").

**7.2** Particulars of completed works and performance of the applicant duly authenticated / certified by an officer not below the rank of Executive Engineer or equivalent should be furnished on letter head, separately for each work completed or in progress (in Form "C").

#### 8.0 ORGANISATION INFORMATION (in Form "D")

Application is required to submit the information in respect of his organisation as given in Form "D". Details of inhouse experts or advisors who would be associated with technically specialised aspects of the project (in Form "E").

#### 9.0 FINANCIAL INFORMATION (in Form "F")

Applicant should furnish the following financial information: Annual financial statement for the last five years.

#### 10.0 LETTER OF TRANSMITTAL (in Form "G")

The applicant should submit the letter of transmittal attached with Expression of Interest document.

#### **11.0 FINALIZATION OF ARCHITECT**

After evaluation of applications at stage one, a list of maximum six shortlisted architects will be prepared. These architects will be judged in a competitive vision presentation-cuminterview process for final selection of architect. As per details given under the 'Process for Selection of Architect' (Para 5.1 above), one architect would finally be selected based on technical and financial evaluation as per details given in Table 2 and Para 5.1.

#### **12.0 COST OF THE PROJECT & FINANCIAL BID**

The rough estimated cost of the project as per the sanctioned document and based on CPWD Plinth Area norms with base 100 as on 1.1.92 is about Rs 110 crores for total plinth area of 47100 sq.meters.

The professional fee for the comprehensive architectural consultancy services for the above scope of work shall be submitted in a sealed envelope separately. It should be signed in ink by the authorised Signatory of the agency in his own hand. The financial bids must indicate total fee chargeable for the project (and not as % of value of work). Alternatively, fee could be expressed on per square foot of construction area (not including the projections, balconies). The fee should be stated in both words and figures. In case of any discrepancy, the fees indicated in words shall be considered.

# The Financial Bid will be submitted by the shortlisted firms , within one week after the first stage selection

**13.0** Any effort on the part of the applicant or his agent to exercise influence or to pressurise the employer would result in rejection of his application. Canvassing of any kind is **strictly** prohibited.

## SECTION III

## **PREQUALIFICATION INFORMATION FORMS**

## FORM 'A'

#### DETAILS OF CONSULTANCY WORKS OF SIMILAR NATURE OF ASSIGNEMENT COMPLETED DURING THE LAST FIVE YEARS ENDING 31.03.10

	SIMILAR NATURE OF CONSULTANCYASSIGNEMENT COMPLETED				
Sr.	Sr. Description Project Detail				
No	•	•			
1	Name of work / project and				
	location & brief description				
	of its nature.				
2	Name, Address & email of				
	Employer/Organisation +				
	Contact Details of Officer to				
	whom reference may be				
	made				
3	Total Land Area, Total				
	Plinth Area, Cost of Project				
	or Fee received by				
	consultant (Please specify				
	clearly and follow this				
_	consistently)				
4	Date of commencement as				
	per contract				
5	Stipulated date of				
6	Completion				
0	Actual date of completion				
0	Litigation (arbitration				
0	nonding /in progress with				
	details*				
9	Special Features of the				
5	Project from the				
	perspective of				
	Sustainability / Energy				
	Efficiency / Biological				
	Research & Teaching /				
	Tissue Culture lab /				
	controlled climate lab /				
	biotechnology biosafety lab				
	/ radioactivity lab /				
	chemical hazards lab /				
	animal house / GM or				
	transgenic research field /				
	GLP lab / GMP lab.				

\*Indicate gross amount claimed and amount awarded by the Arbitrator.

\*For each work separate sheet be prepared.

### **FORM 'B'** CONSULTANCY PROJECTS UNDER EXECUTION OR AWARDED

Description	Project Details
Name of work/project and location & brief description of its nature	
Name, Address & Email of Employer/Organisation + Contact Details of Officer to whom reference may be made	
Total land area, Total Plinth Area, Cost of Project or Fee received by consultant (Please specify clearly and follow this consistently)	
Date of commencement as per contract	
Stipulated date of completion	
Actual date of completion	
Reason for Delay	
Litigation /arbitration pending /in progress with details*	
Special Features of the Project from the perspective of Sustainability / Energy Efficiency / Biological Research & Teaching / Tissue Culture lab / controlled climate lab / biotechnology biosafety lab / radioactivity lab / chemical hazards lab / animal house / GM or transgenic research field /	
	Name of work/project and location & brief description of its natureName, Address & Email of Employer/Organisation + Contact Details of Officer to whom reference may be madeTotal land area, Total Plinth Area, Cost of Project or Fee received by consultant (Please specify clearly and follow this consistently)Date of commencement as per contractStipulated date of completionActual date of completionReason for DelayLitigation /arbitration pending /in progress with details*Special Features of the Project from the perspective of Sustainability / Energy Efficiency / Biological Research & Teaching / Tissue Culture lab / controlled climate lab / biotechnology biosafety lab / radioactivity lab / chemical hazards lab / animal house / GM or transgenic research field / GLP lab / GMP lab.

\*For each work separate sheet be prepared.

Signature of Applicant(s) with date & seal

## FORM 'C'

# PERFORMANCE REPORT OF WORKS REFERRED TO IN FORM "A" & "B" in this format or a certificate on Client's letterhead

- 1. Name of work/Project & Location
- 2. Agreement No.
- 3. Estimated Cost
- 4. Tendered Cost
- 5. Date of start
- 6. Date of completion
  - (i) Stipulated date of completion
  - (ii) Actual date of completion
- 7. Amount of compensation levied for delayed completion, if any.
- 8. Performance Certification detailing Quality of work, Financial soundness, Technical Proficiency

Resourcefulness, General behaviour of consultant

Dated:

Signed by Executive engineer or equivalent

**#Note**:-Certificate for each work completed/under execution shall be obtained as per "FORM D" and given in separate sheets and page no as 10.1, 10.2, 10.3 Etc. It shall be signed by an officer of rank Executive Engineer or Equivalent or higher

## FORM "D" STRUCTURE & ORGANISATION

1	Name & Address of the applicant:		
2	Telephone No./Telex No./Fax No		
3	Legal status of the applicant (attach copies of original document defining the legal status)		
	i. An individual		
	ii. A prophetary initi		
	iv. A limited company or Corporation		
4	Particulars of registration with various Covernment bodies	Organization	Pogistration No
4	(attach attested photocopy)	/Place of registration	Registration No.
5	Names and Titles of Director & Officers with designation to be concerned with this work (Please Attach CV's of all related personnel)		
6	Designation of individuals authorised to act for the		
	organisation		
7	Was the applicant ever required to suspend assignment for a period of more than six months continuously after you commenced the assignment? If so, give the name of the project and reasons of suspension of work.		
8	Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment.		
9	Has the applicant, or any constituent partner in case of partnership firm, ever been debarred / black listed for tendering in any organisation at any time? If so, give details.		
10	Has the applicant, or any consultant partner in case of partnership firm , ever been convicted by a court of law? If so, give details		
11	In which fields of Consultancy assignment the applicant has specialisation and interest?		
12	Certificates of Specialization available for the various Officers within the organization related to a particular job. For. E.g. Green Facilitation for Rating for GRIHA, Biosafety, Radiation safety, GLP etc.		
13	List of International awards:		
14	List of National awards:		
15	List of publication of projects in International Journals:		
16	List of publications in National Journals:		

Signature of Applicant(s) with date & seal

### FORM 'E' DETAILS OF PROPOSED ASSOCIATE SERVICE

Sr.No.	PROPOSED ASSOCIATE FOR	NAME & ADDRESS OF ASSOCIATE PROPOSED	YEARS OF EXPERIENCE (With the Proof)	YEARS OF ASSOCIATION WITH THE PRIME CONSULTANT (With the Proof)
1	ARCHITECTURAL			
2	STRUCTURAL ENGG			
3	INTERNAL & EXTERNAL WATER SUPPLY, INTERNAL & EXTERNAL SEWERAGE, DRAINAGE			
4	INTERNAL ELECTRICAL SERVICES & STREET LIGTING, ELECTRICAL TRANSFORMERS STAND BY GENERATING SETS AND DISTRIBUTION NETWORKS.			
5	HVAC			
6	FIRE FIGHTING			
7	MASTER PLANNING			
8.	ENVIRONMENTAL SUSTAINABILITY			
9.	ENERGY MODELLING & GREEN RATING FACILITATION			
10.	ACOUSTICS			
11.	EDUCATIONAL TECHNOLOGY/			
	NETWORKING			
12.	LANDSCAPING			
13.	LABORATORY SERVICES & SAFETY			
14.	SPECIALISED LABORATORY DESIGNING			

 $^{*}\mbox{If the consultancy services are available in House, the same may be indicated$ 

## FORM 'F'

#### FINANCIAL INFORMATION

I. Financial Analysis - Details to be furnished duly supported by figures in balance sheet/profit and loss account for the last three years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (copies to be attached).

		Financial Year		
Particulars		06-07	07-08	08-09
i)	Gross Annual turnover (In Lakhs)			
ii)	Profit/Loss			

(a) Current Income Tax clearance Certificate/Profit & Loss account

Signature of Chartered Accountant with seal

Signature of Applicant(s)

### FORM 'G' LETTER OF TRANSMITTAL

From: \_\_\_\_\_

To Executive Director, NABI

#### Subject: Submission of pre-qualification application.

Sir,

Having examined the details given in pre-qualification press notice and pre-qualification document for the above work, I/We hereby submit the pre-qualification document and other relevant information.

- 1. I/We hereby certify that all the statements made and information supplied in the enclosed forms "A" to "F" and accompanying statement are true and correct.
- 2. I/We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.
- 3. I/We also authorise Executive Director, NABI to approach individuals, employers, firms and corporation to verify our competence and general reputation.
- 4. I/We submit the following certificates in support of our suitability, technical know how and capability for having successfully completed the following works during the last five years:

Sr.No.	Name of work	Certified by/from	

Enclosures.

Seal of applicant

Date of submission:--

Signature(s) of Applicant(s)