

**National Backward Classes Finance & Development Corporation**

5th Floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg,  
New Delhi-110016, Tel: +91-11-45854400/26511027/ 26511028  
E-mail: [nbcfdc@del3.vsnl.net.in](mailto:nbcfdc@del3.vsnl.net.in)

**Notice Inviting Tender (NIT) for Engagement of Architect**

**No: NBCFDC/CS/NIT/2019**

**Dated: 16.05.2019**

**SECTION (A) - INSTRUCTION TO BIDDERS.**

**ABOUT NBCFDC**

**National Backward Classes Finance & Development Corporation (NBCFDC)** is a Govt. of India Undertaking under the aegis of Ministry of Social Justice and Empowerment. NBCFDC was incorporated under Section 25 of the Companies Act 1956 on 13th January 1992 as a Company not for profit with an objective to promote economic and developmental activities for the benefit of Backward Classes and to assist the poorer section of these classes in skill development and self-employment ventures. NBCFDC provides financial assistance through State Channelizing Agencies (SCAs) nominated by the respective State Governments/UTs and Regional Rural Banks, Public Sector Banks. The Corporation supports a wide range of income generating activities to assist the poorer section of these classes in skill development and self-employment ventures.

**1. TENDER/BID OBJECTIVE**

The objective of NIT is to select and engage Architectural Consultant / Firms /Companies Registered under Council of Architecture, New Delhi to provide consultancy services towards design, agency selection and supervision of requirement of office area for Interior and furnishing work stations of NBCFDC at New Delhi and measuring around 1600 Sq.ft. (As per Architect Act, Govt. of India, Proprietor / Partners of the entity should be registered under Council of Architect for rendering professional services.)

NBCFDC invites offers under two bid systems for engagement of Architectural Consultant/Firms/LLP Interior Designers for consultancy services towards design, agency selection and supervision of requirement of office area admeasuring approximately 1600 sq.ft. areas for Interior and furnishing work stations. Bidders are requested to submit their documents/ offers establishing their fulfilment of Pre-Qualification criteria in one packet superscribed as "TECHNICAL BID" and the Financial Bid in a separate packet clearly superscribed as "FINANCIAL BID".

The duly filled up application in prescribed format for engagement of architect for comprehensive interior architectural work of NBCFDC, New Delhi is to be sent to the undersigned superscribing on the top of the envelop "Engagement of Architect Consultants/Interior Designers." should reach on or before **04th June 2019, 11:00 Hours** by hand or by post to:

**GM (HR & Admn.)**

**National Backward Classes Finance and Development Corporation  
5th Floor, NCUI Building, 3, Siri Institutional Area,  
August Kranti Marg, New Delhi-110016**

## 2. IMPORTANT DATES

| S.N. | Activity  | Time Line                             |
|------|---|---------------------------------------|
| 1    | Floating of enquiries   | 17th May , 2019                       |
| 2    | Last date for seeking clarifications from NBCFDC, if any by email | 24th May, 2019                        |
| 3    | Issue of clarification / corrigendum if any                       | 29th May, 2019                        |
| 4    | Last Date & Time for Receipt of Bids                              | 04th June, 2019 by 11.00Hours         |
| 5    | Date and Time of Opening of Technical Bids                        | 04th June 2019 by 11.30 Hours         |
| 6.   | Date and Time of Opening of Financial Bids                        | Will be informed/intimated separately |

## 3. SCOPE OF WORK

The scope of work of architect is to prepare Concept plan, detail drawings, material specification, Structural design & drawing (if required), Service drawings, cost estimation, for Walls and ceiling, Modular workstation, Security Systems, Fire Detection, Air conditioning, Plumbing /Sanitary works, Electrical work, False ceiling and other ancillary work as per requirement with periodic site supervision as and when required. *Detailed SCOPE OF WORK (SOW) may be perused in Section (B). Suggestions for cost effective materials, acoustic design etc. as per need.*

## 4. TENDER FEES

A demand draft of Rs. 1000/- from any commercial bank drawn in favour of “**National Backward Classes Finance and Development Corporation**, 5th Floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg, New Delhi-110016” payable at New Delhi shall be submitted along with the bid and it is non-refundable. The bidders registered with NSIC, are exempt for payment of tender fee, if they produce a valid certificate.

## 5. EARNEST MONEY DEPOSIT (EMD)

Subject to compliance of response submission process, the intending bidders should pay along with bids an Earnest Money Deposit of Rs. 4,000/- (Rupees Four Thousand Only). The EMD shall be paid by Demand Draft from any commercial bank in favour of “**National Backward Classes Finance and Development Corporation**, 5th Floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg, New Delhi-110016” payable at New Delhi. The EMD will not carry any interest. Offers received without EMD will be summarily rejected. However, the bidders registered with NSIC and having any other valid exemption certificate by the appropriate authority of Govt. of India, are exempt for payment of EMD, if they produce a valid certificate.

The EMD submitted by the bidder may be forfeited at the discretion of NBCFDC if:

- The bidder withdraws or amends its tender or derogates from the tender in any respect after its submission within the period of validity of its tender.
- The bidder withdraws his/her bid after processing but before acceptance of award issued of letter of award by NBCFDC
- The successful bidder refuses to accept the Letter of Award after its issue.

Refund of EMD will be as follows

- The EMD will be refunded to the successful bidder on acceptance of the letter of award and submission of performance guarantee.
- Refund of EMD to the unsuccessful bidders, only after acceptance of award of contract by the selected bidder or in case of cancellation of Tender
- The Earnest Money Deposit (EMD) will be refunded without any interest under all conditions.

**6. ELIGIBILITY CRITERIA**

**I. PRE QUALIFICATION CRITERIA**

The subject tender is being floated with certain Pre-Qualification (PQ) criteria. Only the technical bids satisfying the condition of PQ criteria by way of submission of the documents as mentioned at Annexure-III & IV separately will be considered as responsive and their price bids opened for establishing the lowest (L1) bidder.

The PQ criteria are mentioned hereunder:-

- a) The bidder entity should be either a proprietorship or partnership in compliance of the relevant guidelines of Council of Architecture and have been in existence for atleast five years as on 31.03.2019.
- b) The average annual turnover of the bidder for the last three audited financial years (i.e. FY'16, FY'17 and FY'18), should be atleast Rs. 50,00,000/- (Rupees Fifty Lakhs only).
- c) The bidder should have undertaken architectural consultancy for atleast one completed civil engineering/interior design work project of minimum value of Rs. 40 lakhs or two completed projects of minimum value of Rs.30 lakhs in the last three financial years (i.e. FY'17, FY'18 and FY'19).
- d) The bidder should have provided consultancy for atleast one civil engineering/interior design work project of minimum value of Rs. 25,00,000/- (Rupees Twenty Five Lakhs only) executed for Government of India/any State Government/any Central Public Sector Enterprises (CPSEs)/any Public Sector Bank/any other Autonomous Body under the Government of India/State Government in the last three financial year (i.e. FY'17, FY'18 and FY'19).
- e) The bidder should have atleast two architects with minimum ten years experience under its active engagement/employment.
- f) The bidder should have a valid registration with Council of Architecture and also having valid GST number.
- g) The bidder should have a valid PAN number and have filed IT returns for the last three assessment years (i.e. AY'17, AY'18 and AY'19).

## II. General Instructions

- 1) The selected bidder shall indicate the authorized signatories who can discuss and correspond with NBCFDC, with regard to the obligations under the contract.
- 2) The application shall be signed by the persons on behalf of the organization having necessary authorization/ power of attorney to do so. Each page of application shall be signed (copy of power of Attorney/ Memorandum of association shall be furnished along with the application and original should be produced subsequently for verification and return.)
- 3) Intending applicants are required to submit their full Bio-Data giving details about their organization, experience, technical personal in their organization. Proven competence to handle major works, in house computer aided facilities etc. in the enclosed Performa.
- 4) If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on separate sheets shall be used for each part of the application. Separate sheets must be duly signed and sealed.
- 5) The applicant may engage the services of well qualified specialists or consultants pertaining to services, relevant to the work at his own risk and cost and no extra payment will be made by NBCFDC in this regard.
- 6) While filling up the application with regard to the list of important projects completed or on hand, the applicants shall include separate sheet in the prescribed format. Services to be rendered by the consulting firm.
- 7) The selected architect will require to
  - a) Take instruction from NBCFDC and prepare sketch designs/ presentation drawings making revisions till sketch designs are finally approved by the Corporation and making preliminary estimates of cost.
  - b) Prepare architectural working drawings, structural drawings including, services drawings- electrical, plumbing sanitary, fire fighting and all other drawings for various trades required for completion of the particular project.
- 8) The prospective applicant may visit the work site to understand the nature and scope of work with prior intimation to NBCFDC, New Delhi from 20th May to 03rd June 2019. Non-familiarity with site will not be acceptable as a reason for changes in the bid value at a later stage.
- 9) The total consultancy fee and schedule of payment shall be duly filled up as per annexure IV. The consultancy fee shall be inclusive of GST and any other taxes as applicable. Deduction of income tax etc. will be made at source at the time of making payment.

## **ANNEXURES TO THE PROPOSAL**

The bid comprises of following Annexure

|              |  |
|--------------|--|
| Annexure I   | Bid Submission Letter  |
| Annexure II  | Organisational structure of Bidder   |
| Annexure III | Checklist of documents for fulfilling Pre-Qualification                      |
| Annexure IV  | Details of the qualification works executed for fulfilling Pre-Qualification |
| Annexure V   | Schedule of Services & payment   |
| Annexure VI  | Price bid (to be separately submitted in sealed cover)                       |
| Annexure VII | Bank Particulars   |

### **7. General terms and conditions**

- Bidder shall, as part of their bid, submit a written Authorization Letter as per specified Form in tender from Proprietor / Partner/Director of Bidding firm/ consulting company if the signatory is other than Proprietor /Partner/Director.
- Bidding documents shall at all times remain the exclusive property of the NBCFDC.
- NBCFDC reserves the right to accept or reject any Bid and to annul the Bidding process and reject all Bids at any time prior to award of contract without assigning any reason whatsoever, without thereby incurring any liability to the affected Bidder or Bidders or without any obligation to inform the affected Bidder or Bidders of the grounds or the reasons for the said action.
- Canvassing in any form by the bidder or by any other agency on their behalf may lead to disqualification of their bid.
- In case any bidder is found to be involved in cartel formation, his bid will not be considered for evaluation / placement of order. Such Bidder will be debarred from bidding in future.
- The bidder/contractor shall not sublet, transfer or assign the contract or any part thereof to any other person / firm / consulting company / organization/firm.

### **8. Scrutiny & Evaluation of Bids**

- 8.1 The documents submitted in terms of check list at Annexure III will be scrutinized for confirming the fulfilment of the Pre-Qualification (PQ) criteria.
- 8.2 All bids which have fulfilled the minimum Pre-Qualification criteria by way of submission of all the documents will be treated as technically responsive.
- 8.3 NBCFDC may at its discretion call any of the bidder for seeking any clarification / additional information on their bid.
- 8.4 It is to be explicitly noted here that in absence of requisite documents to establish fulfillment of each and every eligibility criteria, the said bid will be rejected as technically unresponsive.

8.5 Price Bids of all bidders who have fulfilled all the Pre-Qualification criteria and hence considered responsive will be opened for establishing the L1.

8.5 Note: Conditional bids will not be considered as technically responsive and may be summarily rejected. Similarly bids received in one packet or with open price bid will also be summarily rejected.

## 9. Award of Work

9.1 NBCFDC will issue a Letter of Award for sanction of work in duplicate reiterating all the concerned terms & condition and scope of work which should be accepted within one week by the successful bidder by signing in all pages of the sanction letter as a token of unconditional acceptance.

9.2 Performance Security Deposit (PSD) – An interest free Performance Security Deposit in the form of DD/Bank Guarantee payable @10% of the quoted value of work (exclusive of taxes) will also require to be submitted to NBCFDC, which will be refunded to the bidder on or after one month of satisfactory completion of the work/activities.

9.3 The successful bidder may exercise the option of adjusting the unreturned EMD as part of the PSD by giving a written confirmation to this effect.

## 10. Delivery Period & Liquidated Damages

As the time is the essence of the contract Agreement, the ability and competence of the applicants to render required services within the specified time frame will be the major factor while deciding the selection of the Architects.

10.1 The Delivery Period for the various mile stones is tabulated hereunder. The consultant should prepare the tender documents for floating by NBCFDC latest within seven weeks from award of Work. The payments against achieving the various millstones are tabulated at Annexure VI.

| S.No | Particular  | Delivery period  |
|------|---|--|
| i)   | Stage 1<br>Submitting the required preliminary design for NBCFDC's approval along with the preliminary estimate of cost.  | Two weeks<br>From date of issue of LoA                               |
| ii)  | Stage 2<br>Preparation of final working drawings, specifications and schedule of quantities to prepare estimate of cost and preparation of tender documents to enable floating of the tender. | One week from date of submission of comments / suggestions by NBCFDC |
|      | Stage 3<br>Processing of Tenders and advising NBCFDC on appointments of contractor(s).  | Two weeks after receipt of bids.                                     |
|      | Stage 4<br>Advise by architect on grant of approvals against plans submitted by the contractor  | Within one week of receipt of plans                                  |
|      | Inspection of work & verification of bills  | Within one week of receipt of bills                                  |

10.2 It may be noted that delays fulfilment of the milestones will attract levy of liquidated damages of @0.5% of the assured payment for each week of delay including part week subject to a maximum of 10%. For prolonged delays, NBCFDC may exercise its discretion to terminate the agreement & black list the service provider.

10.3 The authority for waiver / exemption for the lines listed at 10.2 above will be MD/NBCFDC and will be based on the merits of the case.

**SECTION (B) - DETAILED SCOPE OF WORK**

(I) The scope of work of architect is to prepare Concept plan, Complete Architectural drawings, material specification, Structural design & drawing (if required), Service drawings, cost estimation/BOQ of the project i.e. for Walls and ceiling, Modular workstation, Security Systems, Fire Detection, Air conditioning, Plumbing /Sanitary works, Electrical work, False ceiling and other ancillary work as per requirement with periodic site supervision as and when required.

- Internal arrangement with details of the floors as per requirement of user department etc.
- Light weight partition walls and flooring Design.
- HVAC, fire fighting, fire intelligent detection system with P.A system of various areas etc.
- Interior planning of toilets and other areas to ensure barrier free environment.
- False ceiling and acoustic treatment etc.
- Door/window glass etc.,
- Internal public Health services and electrical installation work etc.
- Scheme for lighting along with type of luminaire
- Any other provision/requirement as per the National Building Code (Latest addition).
- Visit of Architect or their competent representative for supervision is mandatory once every week on start of renovation work.

The architect/interior designer/consortium shall specifically be required to provide the complete planning/detailing for the following areas as per the details given below: -

| Location                              | Tentative use of space.     | Covered area        |
|---------------------------------------|-----------------------------|---------------------|
| 5 <sup>th</sup> Floor, NCUI Building. | Workstations & Cabins etc., | 1600 sq.ft. approx. |

- (II) Preparation of the detailed estimate of quantities with cost based on prevailing market rates/DSR as Applicable in Delhi.
- (III) Preparation of DNIT with detailed specifications of materials for inviting tender for execution of the work of interior designing planning and furnishing etc. as per scope of work.
- (IV) To provide assistance for the purpose of tendering process and award of work to the eligible firm.

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EXPRESSION OF INTEREST – FOR RENOVATION OF CONFERENCE ROOM AND WORK STATION AT NBCFDC

**BID SUBMISSION LETTER**

FROM:

To:

**GM (HR & Admn.)**

**National Backward Classes Finance and Development Corporation**

**5th Floor, NCUI Building, 3, Siri Institutional Area,**

**August Kranti Marg, New Delhi-110016**

**Subject: Submission of EOI from Architects / Architectural entity for providing Architectural consultancy for RENOVATION AT NBCFDC, New Delhi**

Sir,

Having examined the details given in EOI Notice and EOI document for the above project, I/we hereby submit the relevant information.

1. I / We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
2. I / We have furnished all information and details necessary for EOI and have no further pertinent information to supply.
3. I / We also agree that NBCFDC, Delhi or their authorized representatives can approach individuals, employers and firms 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 projects along with prescribed format:

Name of project

Certificate from

Signature(s) of Applicant(s)

Enclosures

Seal of applicant

Date of submission



**EXPRESSION OF INTEREST – FOR RENOVATION OF CONFERENCE ROOM AND WORK STATION AT NBCFDC  
OFFICE**

**ORGANISATIONAL STRUCTURE**

**(To be furnished for each member of consortium / sub consultant)**

|    |  |  |
|----|--|--|
|    |  |  |
| 1  | Name & Address of the applicant with Telephone No./Fax No./Email ID.   |  |
| 2  | a. Year of Establishment   |  |
|    | b. Date & Year of commencement of practice.  |  |
|    | Legal status of the applicant (attach copies of original document defining the legal status)   |  |
| 3  | a) A proprietary firm  |  |
|    | b) A firm in partnership   |  |
| 4  | Names of Directors & other executives with designation   |  |
| 5  | Designation of individuals authorized to act for the organization.   |  |
| 6  | Total No. of professional staff:-<br>Architects:<br>Structural Engineers:<br>Quantity Surveyors:<br>Others:  |  |
| 7  | Was the applicant ever required to suspend the project for a period of more than six months continuously after you commenced the planning? If so, give the name of the project and reasons of suspension of project. |  |
| 8  | Has the applicant or any partner in case of partnership firm, ever abandoned the awarded project 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 competing in any organization at any time? If so, give details.                                      |  |
| 10 | Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.  |  |
| 11 | Any other information considered necessary but not included above.   |  |

It is certified that all above information provided are true and correct and anything established to the contrary will result in our disqualification from participation in the process.

**Signature**

**ANNEXURE-III**

## Checklist of documents and allotted marks

| <b>SI No</b> | <b>Parameters</b>   | <b>Supporting documents</b>   |
|--------------|---|---|
| (i)          | Existence of entity for at least five years   | Certificate of Incorporation  |
| (ii)         | Average Annual Turnover (FY 16, FY 17 & FY 18) to be atleast Rs. 50,00,000/-  | Audited Profit & Loss statement of the last three years.                                |
| (iii)        | Provided Consultancy of atleast one completed civil/interior design work project of the value of Rs. 40 lakhs or two completed projects of minimum value of Rs.30 lakhs in the last three years.              | Completion Certificate and or Satisfactory Performance certificate issued by the client |
| (iv)         | Consultancy for at least one civil/interior design work project of minimum Rs 25 lakhs value for GOI/CPSE/State Govt. / Autonomous bodies or institutions under central / State Govt in the last three years. | Completion Certificate/ Satisfactory performance Certificate issued by client.          |
| (v)          | Atleast two architects with minimum 10 years experience associated with the entity.   | CV of Architect(s)  |
| (vi)         | Valid registration with Council of Architecture and also having valid GST number.   | Proof of Registration with Council of Architect & GST registration                      |
| (vii)        | Valid PAN number and filed IT returns for the last three assessment years   | Copy of PAN card & IT returns for the three years.                                      |

(Supporting documents must be furnished failing which NBCFDC may at its discretion reject the bid.)



## Schedule of Services

| <b>Particular</b>  | <b>Delivery period</b>                                       | <b>% of payment of Consultancy fee</b> |
|--|--|--|
| <u>Stage 1</u><br>On submitting the required preliminary design for NBCFDC's approval along with the preliminary estimate of cost.   | within two weeks from issue of LoA                           | 20% of the fee                         |
| <u>Stage 2</u><br>Preparation of working drawings, specifications and schedule of quantities to prepare estimate of cost and preparation of tender documents and floating of the tender. | with one week of submission of contract by NBCFDC suggestion | 20% of the fee                         |
| <u>Stage 3</u><br>Processing of tenders and advising Client on appointment of contractors.   | Within two weeks of opening of tender documents              | 30% of the fee                         |
| <u>Stage 4</u><br>On completion of the work  | D+18 weeks (estimated)                                       | 30% of the fee                         |

**Consultancy fee and schedule of payment**

Having read all the terms and conditions, the undersigned hereby quoted a consolidated architectural consultancy fee as a \_\_\_% of the total payment for the civil and interior work to be carried out by the contractor around 1600 sq. ft.

|                                   |  |
|-----------------------------------|--|
| Percentage Quoted<br>(In figures) |  |
| Percentage Quoted<br>(In words)   |  |

**Note: In case of discrepancy between figures & words the latter will prevail.**

**ANNEXURE-VII**

**E-Payment Form  
Bank account particulars**

1. Bidder's name:
2. Address of bidder
3. Particular of bank account
  - Name of the bank
  - Branch code
  - Address of the branch
  - Type of Account (SB, Current, Credit)
  - Account number
  - Bank's IFSC code for RTGS/NEFT
4. PAN & GST Number:

I hereby declare that the particulars given above are correct and complete and accord our consent for receiving payment through electronic mechanism. I also undertake to intimate the changes, if any, in bank account details in future and NBCFDC will not be held responsible for non-payment/delay due to above change in bank details and also due to technical reasons beyond its control.

( )  
Signature of the authorized signatory (ies) &  
Designation

Place:

Date:

Official seal of the bidder