

**U. T. ADMINISTRATION OF DADRA & NAGAR HAVELI AND DAMAN & DIU,
OFFICE OF THE EXECUTIVE ENGINEER,
PUBLIC WORKS DEPARTMENT,
WORKS DIVISION NO. II,
DIU-362520.**

NO. PWD/WD-II/DIU/RFP-CONSULTANCY/FIN BID/2020-21/ 327 DATED: 01/07/2020

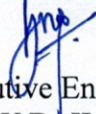
e-TENDER NOTICE NO. 15/2020-2021

The Executive Engineer, WD-II, PWD, Diu invites on behalf of the President of India, the Request for Proposal under QCBS for Architect Consultancy service from the empanelled Architect Consultants firms of U.T. of Daman & Diu and other Architect Consultants for the following works.

Sr. No	Name of work and location	Tender Fee (Non-	EMD
1	Selection of Empanelled and other Architectural Firms for Providing Comprehensive Consultancy services for the work of "Horticulture, Vertical Garden & LandScapping Works at Education Hub, Kevdi, Diu. (3rd Call)	Rs. 1000/-	Rs.25,000/-

Note: All details are available in RFP at eprocurement system, <https://ddtenders.gov.in>

- 1) Downloading of RFP Documents : 01/07/2020 to 11/07/2020 upto 15.00 hrs.
- 2) Date of online submission : upto 16.00 hrs. on 11/07/2020
- 3) Date of Physical document submission : upto 14/07/2020 at 13.00 hrs.
- 4) Date of online opening of tech bid : 14/07/2020 at 15.00 hrs.
- 5) Date of Presentation : 16/07/2020 at 11.00 am onwards.
- 6) Date of opening of Financial Bid : 16/07/2020 at 15.00 hrs. (if possible)
- 7) Right to accept or reject any or all the Bids without assigning to any reason thereof is reserved by the undersigned.


I/c. Executive Engineer,
P.W.D.W.D- II, Diu.
Email: eepwd-diu-dd@nic.in
☎: 02875-252294

U.T. ADMINISTRATION OF DADRA & NAGAR HAVELI AND DAMAN & DIU,
PUBLIC WORKS DEPARTMENT,
WORK DIVISION-II,
DIU-362520.

REQUEST FOR PROPOSAL

FOR

**Selection of Empanelled and other Architectural
Firms for Providing Comprehensive Consultancy**

**services for the work of “Horticulture, Vertical
Garden & LandScapping Works at Education Hub,
Kevdi, Diu. (3rd Call)**

CLIENT:

Executive Engineer,

Public Works Department,

Work Division-II,

Diu- 362520,

(U. T. of DADRA & NAGAR HAVELI AND DAMAN & DIU)

Tele-Fax: 02875-252294

Email: eepwd-diu-dd@nic.in

**U. T. ADMINISTRATION OF DADRA & NAGAR HAVELI AND DAMAN & DIU,
OFFICE OF THE EXECUTIVE ENGINEER,
PUBLIC WORKS DEPARTMENT,
WORKS DIVISION NO. II,
DIU-362520.**

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I/c. Executive Engineer,
P.W.D.W.D- II, Diu.

Email: eepwd-diu-dd@nic.in

☎: 02875-252294

To,

1. M/s Hiren A. Gandhi & Associates, Architect planner & Interior Designers, 2, 'KANUJ' Muni. Staff Housing Society, Behind St. Xavier's Loyala Hall, Memnagar, and AHMEDABAD-380052.
2. M/s L. J. Purani and Associates, 303, Gala Business Centre, St. Xavious Collage Corner, Off C.G. Road, Navrangpura, AHMEDABAD-380009.
3. M/s Parekh Associates, 2nd floor, Shree Complex, 1-Azad Society, AHMEDABAD-380015.
4. M/s. Enarch Consultant Pvt. Ltd., Consulting Engineers, Planners & Architects, b-66, Sector-63, Noida – 201301 (U.P.)
5. M/s Jag Designers Pvt. Ltd., Jay Ambe House, 4, Sunangalam Society, Opp. Druive in

- Cinema Gate, B/h Café Coffee day, Bodakdev, Ahmedabad. Mob.No.919099902227.
6. M/s Kishore N/. Trivedi, 1, Ramkrishnanagar, Off. Dr. Yagnik Road, Rajokt – 360 002. Gujarat.
 7. M/s Space Ace, V-20A/05, D.L.F.Phase-III, Gurgaon, Hariyana- 122 022 Mob.No:09312650035.
 8. M/s. Auctors, 406, ‘kaivanna’, Panchvati, Ahmedabad.
 9. M/s. HCP Design, Planning & Management Pvt, Ltd., 1st Floor, ‘Paritosh’, Usmanpura, Ahmedabad – 380013.
 10. M/s. Kamlesh Parekh Architect, ‘Vaastu’, New Jaganath – 25, Beside Sanjeevani Laboratory, Rajkot-1.
 11. M/s. Sachin Gandhi & Associates, Devi, 148/1/B, Murli Bungalows, opposite Navjivan Press, Income Tax, Ahmedabad.
 12. M/s. Sarjan Architect & Project Consultants, 51, River palace, wing-A, Opp. Old Civil Court, Nanpura, Surat-1.
 13. All Other Architectural Firms.

C. C. for information to:

1. The P.P.S. to Hon’ble Administrator of DNH and Daman & Diu, Secretariat, Daman.
 2. The P.A. to Advisor of Hon’ble Administrator of DNH and Daman & Diu Daman.
 4. The P.A. to Secretary (PWD), Secretariat, Daman.
 5. The P.A. Finance Secretary, Finance Department, Secretariat, Daman.
 6. The Collector, Collectorate, Diu.
 - 7 The Superintending Engineer, PWD, Fort Area, Moti Daman.
- Copy to: - The Assistant Engineer, SD-I/II, PWD, Diu.

Disclaimer

The information contained in this Request for Proposal document (hereinafter referred to as "RFP") or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of the Chief Engineer, Public Works Department (hereinafter referred to as "**PWD-Diu**"), (the "Authority") or any of their employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

The purpose of this RFP is to provide interested parties with information that may be useful to them in making their financial offers pursuant to this RFP (the "Bid"). This RFP includes statements, which reflect various assumptions and assessments arrived at by the **PWD-Diu** (the "Authority") in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the **PWD-Diu**, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The **PWD-Diu** accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The **PWD-Diu**, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Bid Stage.

The **PWD-Diu** also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.

The **PWD-Diu** may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

The issue of this RFP does not imply that the **PWD-Diu** are bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the Consultancy Services for designing **the Office the Executive Engineer, Public Works Department, Work Division-II, Diu** and the **PWD-Diu** reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the **PWD-Diu** or any other costs incurred in connection with or relating to its Bid. All such costs and expenses shall remain with the Bidder and the **PWD-Diu** shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

SECTION - 1

Request for Proposal

Salient features are as under:

1)	Name of work	Selection of Empanelled and other Architectural Firms for Providing Comprehensive Consultancy services for the work of "Horticulture, Vertical Garden & LandScapping Works at Education Hub, Kevdi, Diu. (3rd Call)
❖	Important Note :	PWD-Diu reserves the right, without any obligation or liability, to accept or reject any or all the bid at any stage of the process, to cancel or modify the process or any part thereof or to vary any of the terms and conditions at any time, without assigning any reason whatsoever.
2)	Tender fees ➤ the form DD only in favor of Executive Engineer, Public Works Department, Work Division-II, Diu From any Nationalized / Scheduled Bank only.	Rs. 1000/-
2 (a)	EMD the form FDR only in favor of Executive Engineer, Public Works Department, Work Division-II, Diu From any Nationalized / Scheduled Bank only.	Rs. 25,000/-
3)	Validity period of tender offer.	120 days from Opening of the Bid.
4)	Time limit for completion of work from the date of written order to commence.	4 (Four) Months. Or up to completion of the work.
5)	Other details :	
i)	<u>Submission date & time of tender documents</u>	
	a) Date on (or before) which the tender with DD only for Tender fee (by scanning) required documents must	01-07-2020 to 11-07-2020

	upload on the web site of https://ddtenders.gov.in	up to 16.00 hrs.
	b) Date on (or before) which the DD in original for Tender fee & other documents must reach in the office of the Executive Engineer, Public Works Department, Work Division-II, Diu- 362 520 (By Hand Delivery)	01-07-2020 to 14-07-2020 up to 13.00 hrs.
ii)	<u>Mode of sending the tender documents.</u>	
	a) The tender with DD for Tender fee by scanning) required documents	By only Online through e - tendering process
	b) The Tender fee in DD in original	Personally i.e. Hand Delivery to Office of the Executive Engineer, Public Works Department, Work Division-II, Diu
iii)	<i>Submission of tender document</i>	By only online through e-tending
	a) Online submission of tender with Scanned copies of DD for Tender Fee & EMD and all other required documents as listed under in Electronic format. 1. Registration Certificate / letter as empanelled Architect issued by U.T. of Daman & Diu 2. Latest Income Tax Return filed & PAN Card details. 3. Details of one Similar nature of work completed in last five Financial Years. 4. Details of work on hand including separate list of	

	work under U.T. of Daman & Diu. 5. GST Registration	
6)	Conceptual Presentation	16-07-2020
7)	Opening of Bid (qualified bidders only) :	16-07-2020 at 15:00 hrs onwards (If possible) On evaluation of Conceptual Presentation on 16-07-2020, Price Bid of selected bidders shall be opened.
8)	Tender to be opened by	Online by office of the Executive Engineer, Public Works Department, Work Division-II, Diu
9)	Site Visit	Contact Person : Shri G. N. Jadav, Executive Engineer, Public Works Department, Work Division-II, Diu- 362520, (U. T. of Daman & Diu) Tele-Fax: 02875-252294 Email: eepwd-diu-dd@nic.in

DETAILS TO BE FURNISHED ALONG WITH APPLICATION: (ONLINE TENDER)

Interested Bidders can view this tender documents online, but bidders who are interested in bidding these tenders can download tender documents from web site as mentioned above and bidder who wish to submit their offer shall pay non-refundable tender fee in the form of Account Payee Demand Draft payable for tender at **Sr. no. 1** at **Diu-362520** in favor of **Executive Engineer, Works Division-II, Fort Road, Diu-362520**

(A) FOR DIGITAL CERTIFICATE

- (1) Bidders who wish to participate in online this tender will have to procure / should have legally valid Digital Certificate (Class III) as per Information Technology Act - 2000 using which they can sign their electronic bids. Bidders can procure the same from any of the license certifying Authority of India or can contact eProcurement System UT Administration of Daman & Diu., who are licensed certifying Authority by the Government of India.

- (2) All bids should be digitally signed, for details regarding Digital signature certificate & related training involved the below mentioned address should be contacted :

eProcurement System UT Administration of Daman & Diu

Tel. No. 0120-4001002, 0120-4200 462, 0120-4001 005,

0120-6277 787

Email: <https://ddtenders.gov.in>

(B) GENERAL :

Bidders who already have a valid Digital certificate need not procure a new Digital certificate.

- (1) Intending bidders or their representative who wish to remain present at the time of tender opening can do so.
- (2) Tenderer shall submit their offer in Electronic format on line only, after digitally signing the same.
- (3) Offers which are not digitally signed will not be accepted.
- (4) No offer in physical form except specified documents will be accepted.
- (5) Conditional tender shall not be accepted.
- (6) Scanned copies of DD for **tender fee and other required documents** shall submit in electronic format through online (By scanning) while uploading the bid.
- (7) Rules of **PWD-Diu** are binding to the Tenderer.
- (8) Tenders without tender fee, and other required documents specified above which do not fulfill all or any of the condition or submitted incomplete in any respect will be rejected.
- (9) The Internet site address for e-tendering is and corporate web site is eprocurement system, <https://ddtenders.gov.in>
- (10) For Offline tender please write the name of work, date of opening the tender and address of PWD-Diu Office on tender cover.
- (11) The Offline tender is suppose late by post office, there is no liability of **PWD-Diu**.
- (12) **PWD-Diu** reserves the rights to reject any or all tenders without assigning any reason thereof.

Address of office of the Executive Engineer Ahmedabad Division is as under for submission of physical documents **for online e-tender at Sr. No. 1 at Office of the Executive Engineer, Works Division-II, Fort Road, Diu-362520**

**Executive Engineer,
Works Division-II,
Fort Road,
Diu-362520**

1) Online Submission of tender with DD for Tender fee (by scanning) :

- 1.1) Bidders can prepare and edit their offers numbers of time before tender submission date & time. After tender submission date & time, tenderer cannot edit their submitted offer in any case. No written or online request in this regard shall be granted.
- 1.2) Tenderer shall submit their offer in Electronic format on above-mentioned web site on or before submission date & time of online tender shown above after digitally signing the same.
- 1.3) Scanned copies of DD for tender fee shall also submit in electronic format through online (By scanning) while uploading the bid. This submission shall mean that tender fee are received. For the purpose of realization of D.D., bidder shall send the D.D in original through "hand delivery"
- 1.4) Offers submitted without tender fee, & other required documents will not be accepted. Such bidders will not be allowed present conceptual presentation.

2) Submission of Tender fee, EMD, (DD in original) and other required documents by Personally i.e. Hand Delivery:

- 2.1) Non-refundable tender fee of **Rs. 1000.00** shall be paid in the form of Account Payee Demand Draft payable at Diu, drawn on any Nationalized Bank in favor of **Executive Engineer, Works Division-II, Fort Road, Diu-362520**. DD issued after the last date of submission of tender will not be considered as valid or accepted in any case.

3) Opening of Tender :

- 3.1) Opening of bid documents will be held on date & time shown above by the office of Works **Division-II, Fort Road, Diu-362520**.
- 3.2) **Conceptual presentation will be arranged on 16/07/2020 at 11:00 a.m at onwards** the office of the **Executive Engineer, Works Division-II, Fort Road, Diu-362520 or at place decided in the U.T of Daman &Diu**

4) Special Instruction:

This tender is for empanelled architecture firms; under the **PWD, U.T. of Daman & Diu vide letter No: EE-I/PWD/DMN/AB/TC/2016-17/WO-201/1215, dated: 03/03/2017, vide letter No : EE-I/PWD/DMN/AB/TC/2017-18/WO-110/6105, dated: 27/10/2017 and vide letter No: EE-I/PWD/DMN/AB/TC/2018-19/WO-32/3822 Dated: 21/06/2018**. list for the same is as follows, the firms below can participate for bidding and other Architect.

Sr.no.	Name of the Architect / Firm	Place
1	Hiren Gandhi & Associates	Ahmedabad
2	L J Purani& Associates	Ahmedabad
3	Parekh Associates	Ahmedabad
4	Enarch Consultant	Noida
5	Jag Designers	Ahmedabad
6	Kishore N. Trivedi	Rajkot
7	Space Ace	Hariyana
8	Auctors	Ahmedabad
9	HCP Design	Ahmedabad
10	Kamlesh Parekh Architect	Rajkot
11	Sachin Gandhi & Associates	Ahmedabad
12	Sarjan Architects & Project Consultants	Surat
13	All Other Architectural Firms.	

Introduction

The U.T. Administration of Daman & Diu is intent to carry out the work of **Selection of Empanelled and other Architectural Firms for Providing Comprehensive Consultancy services for the work of "Horticulture, Vertical Garden & LandScapping Works at Education Hub, Kevdi, Diu. (3rd Call)** So PWD-Diu (a Govt. Organization) is to engage consultancy services for **Architectural work** from consultant Architects empanelled with PWD of U.T. of Daman & Diu. The Design services shall include but not be limited to Architectural design, Structural design, Electrical design, plumbing design and design of all other relevant services required to make the project works habitable with Preparation of estimates at various stages, preparation of tender documents and all other works specified in `Terms of Reference'. (TOR).

A brief description of the assignment and its objectives are given in the enclosed **Terms of Reference (Appendix I)**.

- a. Please note that (i) costs of preparing the proposal and of negotiating the contract, including visits to the Authority etc., are not reimbursable as a direct cost of the assignment; and (ii) Authority is not bound to accept any of the proposals submitted and reserves the right to reject any or all proposals without assigning any reasons.
- b. The proposals must be properly signed as detailed below:
 - i. By the proprietor in case of a proprietary firm
 - ii. By the partner holding the Power of Attorney in case of a firm in partnership (A certified copy of the Power of Attorney shall accompany the Proposal).
 - iii. By a duly authorized person holding the Power of Attorney in case of a Limited Company or a corporation (A certified copy of the Power of Attorney shall accompany the proposal).

ELIGIBILITY CRITERIA

- A) The Consultant should have experience of rendering Consultancy service in own name & should have satisfactorily completed the similar nature of works.
- B) Similar nature of works means “Architectural Consultancy services for horticulture and landscaping master plan for Central / State Govt. / Local Urban Bodies.

1. Preparation of Financial Proposal

1.1 Format and Signing of Bids

The Bidder shall provide all the information sought under this RFP. The GIDC will evaluate only online bids.

- 1.2 The financial proposal should list the costs associated with the assignment. These should cover remuneration for staff, accommodation, transportation, site visits (as per requirements), printing of documents and other project related expenditures.

- 1.3 The financial quote should be inclusive all taxes. No additional finance will be provided under any other headings not mentioned in the financial quotation.

- 1.4 The Authority may, in exceptional circumstances, and at its sole discretion, extend the Application Due Date by issuing an Addendum, uniformly for all Applicants.

- 1.5 Bids received by the Authority after the specified time on the Bid Due Date shall not be eligible for consideration and shall be summarily rejected.

1 Rejection of Bids

- 3.1. The Authority reserves the right to accept or reject all or any of the Bids without assigning any reason whatsoever. It is not obligatory for the Authority to accept any Bid or to give any reasons for their decision.
- 3.2 The Authority reserves the right not to proceed with the Bidding Process at any time, without notice or liability, and to reject any Bid without assigning any reasons.

2 Confidentiality

- 2.1 Information relating to the examination, clarification, evaluation and recommendation for the Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising the Authority in relation to or matters arising out of, or concerning the Bidding Process. The Authority will treat all information, submitted as part of the Bid, in confidence and will require all those who have access to such material to treat the same in confidence. The Authority may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or the Authority.

3 Opening and Evaluation of Financial Proposals

- 3.1 All Successful Proposals from empanelled consultants shall be graded and evaluated by Quality & Cost Based Selection (QCBS) Procedure as specified below:
- 3.1.1 The overall evaluation is based on the percentile scoring system in which the empanelled technical score and conceptual presentation in perspective of the project shall be considered as Technical Score.
- 3.1.2 The overall evaluation is based on the percentile scoring system. The formula to calculate the final Score (S) is $S = St \times T\% + Sf \times P\%$. in which (S) is Score, (St) is Technical Score in which 70% based on conceptual Layout and planning presentation(P), (T) is weight given to Technical Proposal, (Sf) is Financial Score & (P) is weight given to Financial score.
- 3.1.3 The formula for determining the technical score (St) is $St = 100 \times t / t_{max}$. In which "St" is the technical score, "t" is the score of the proposal under consideration and "tmax" is the maximum grades / marks scored by any consultant submitting the proposal.
- 3.1.4 The formula for determining the financial scores (Sf) is $Sf = 100 \times F_{min} / F$, in which "Sf" is the financial score; "Fmin" is the lowest price quoted for this assignment by any empanelled consultant, and "F" is the price quoted of the proposal under consideration by empanelled consultant.
- 3.1.5 The weightage given to the Technical and Financial proposals are T = 70 and P = 30 (T + P = 70 + 30 = 100).

4 Address of Communication

Each of the envelopes shall be addressed to:

ATTN. OF: **Executive Engineer,**

Address: **Works Division-II, Fort Road, Diu-362520**

Phone No: +02875 – 252294, E-mail: eepwd-diu-dd@nic.in

5 Negotiations

- 5.1 Prior to the expiration period of proposal validity, the Authority shall notify the most preferred Consultant in writing by registered letter, email and invite him to negotiate the Contract.
- 5.2 Negotiations normally take one to two days. The aim is to reach agreement on all points and initial a draft contract by the conclusion of Negotiations. The financial proposal is subject to rationalization. Special attention shall be paid to optimize the required outputs from Consultants within the available budget and to define clearly the inputs required from the Authority to ensure satisfactory implementation of the assignment.
- 5.3 The selected firm shall not be allowed to substitute key staff, unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If this is not the case and if it is established that key staff were included in the proposal without confirming their availability, the firm may be disqualified and the process continued with the next ranked firm. The key staff proposed for substitution shall have qualifications equal to or better than the key staff initially proposed
- 5.4 The negotiations shall be concluded with a review of the draft form of Contract. The Authority and the Consultants shall finalize the contract to conclude negotiations.

6 Award of Contract

- 6.1 The Contract shall be awarded after successful Negotiations with the successful Consultants if required. The selected Consultant is expected to commence the Assignment within two days of the signing of the contract.

**Executive Engineer,
Works Division-II,
Fort Road,
Diu-362520**

Appendix-I

Terms of Reference

1. Preamble:

The UT Administration of Daman & Diu has decided to get designing the **Selection of Empanelled and others Architect Firms for Providing Comprehensive Consultancy services for the work of "Horticulture, Vertical Garden & LandScapping Works at Education Hub, Kevdi, Diu.** From empanelled Architectural firms with PWD-Daman & Diu and others for providing comprehensive architectural & structural services for designing as quoted in Annexure I

2. Scope of work & Services:

The **Selection of Empanelled and others Architect Firms for Providing Comprehensive Consultancy services for the work of "Horticulture, Vertical Garden & LandScapping Works at Education Hub, Kevdi, Diu. (3rd Call)** and other related services as specified under:

Preparation of Architectural designs (various options) as per PWD/ municipal/ urban authority CRZ rules/Archeological rules/environment rules/forest rules and other mandatory rules/byelaws and getting it approved from Authority – the process shall involve the following detailed steps:

- a. Taking Authority's instructions and preparation of design brief, ascertain Authority's requirements, examine site constraints / potential and prepare the design brief for Authority's approval.
- b. In order to come up with a well-balanced design of the environment, the (Landscape) Architect offers the following services:
 - 1) Prepares the general ground modeling plan and planting layout.
 - 2) Soil Investigation for natural condition for growth of plants etc.
 - 3) Prepares drawings and specifications of utilities (such as irrigation, drainage, lighting, etc.)
 - 4) Prepares schedule of shrubs, trees, and other plants.
 - 5) Prepares details of landscaping elements.
 - 6) Assists the client in conducting bids or negotiations with landscape contractors
 - 7) Checks and approves samples of materials.
 - 8) Conducts final inspection and approval of landscaping works.
 - 9) Assists the client to evaluate the amount due to the contractor.
- c. The main description of the work to be handled by the consultant shall include:
 - 1) To prepare Master plan, layout plan, comprehensive concept plan (CCP) for discussion & approval by the competent authority & accordingly Draft Preliminary Project Report (DPPR) will be prepared along with designs, drawings and estimates of each component of work by adopting holistic approach incorporating innovative & regular features and high-technology.

- 2) On approval of DPPR, Preliminary Project Report (PPR) will be prepared, incorporating all the suggestions made by the authority.
 - 3) This DPR will be submitted for approval, after Detailed Project Report (DPR) will be prepared incorporating all the suggestions & guidelines made by authority.
 - 4) Detailed Project Report shall cover all the aspects of business, from analyzing the market, confirming availability of various necessary know how, infrastructures, logistic, storage etc. along with forecasting of the financial requirements.
 - 5) To prepared project report chapter wise containing all required aspects for landscape upliftment of the Education Hub, Diu.
 - 6) After required available data is furnished, section wise detailed appraisal will be carried out for, General administration, maintenance, security, water-supply, sanitary, disposal of solid/liquid waste-sewerage, visitor amenities, lawns, gardens-landscape, education and awareness etc.
 - 7) Project Report (DPR) is also having following information in details.
- d. PLANT & MACHINERY:
- 1) List of plant, machinery, critical spares & equipment and specifications of manufacturer
 - 2) Cost quoted by all reputed suppliers based on critical evaluation
 - 3) Cost comparison of key and utility equipment & suppliers
- e. INFRASTRUCTURE & UTILITIES:
- 1) Requirement of land as per site plan attached
 - 2) Design of garden including all control parameters
 - 3) Building, infrastructure & Manpower requirements
 - 4) Requirement of utilities (Power, Water with quality & drainage, etc.)
- f. OTHER IMPORTANT PARAMETERS OF PROJECT:
- 1) Location analysis, Geography & Climate of surrounding area
 - 2) Key factors influencing
 - 3) You shall prepare road map keeping in mind the holistic approach incorporating innovative ideas/concepts, regular features & high-technology to Development of Horticulture, Vertical Garden & Landscapping works at Edu Hub Kevdi, Diu including lawns, gardens, plantations, necessary amenities & features for conservation of biodiversity flora & fauna, improvement environment, ecology & ambience and enhance aesthetic value & beautification of the surroundings with supporting infrastructure for education, awareness & recreation of the people.
 - 4) The consultant shall prepare draft BOQs for materials, spares, etc. required as per approved DPR & supervise renovation & Up gradation work in coordination with Daman Administration.

- 5) Over & above any other consideration, guidelines, modifications, etc. of the competent authority, shall be taken in to account for a preparation of techno feasible detailed project report (DPR) for Horticulture, Vertical Garden & Landscapping works at Edu Hub, Kevdi, Diu
- g. Prepare a report on site evaluation including site survey.
 - h. Prepare conceptual design (various options) with reference to requirements given and prepare rough cost estimate based on prevailing applicable SOR & Market rate analysis.
 - i. Preparing detailed Interiors, architectural & Structural drawings , MEP drawings, landscape drawing, plan, elevation and structural design, working drawing, cross sections with all required details, estimation of the project based on the applicable Schedule of Rates provided by the department or on the Rate analysis if the items are not available in Gujarat SOR along with the supporting documents, NIT etc.
 - j. Preparation of PERT/CPM charts for ensuring timely completion of the work and reviewing the progress of work as time allowed in tender agreement.
 - k. Preparation of working drawings and such detailed drawings required for successful execution and completion.
 - l. Modify the conceptual design incorporating changes suggested by Authority and prepare the preliminary drawings, sketches, study model etc. for Authority's approval along with estimate.
 - m. Preparation of Architectural schematic drawing and details based on the approved concept plan.
 - n. Preparation of drawings necessary for Authority and statutory approvals of Authority and ASI and other statutory body/local authority and ensure the compliance with codes standards and legislation as applicable and obtaining their approval. **(Note: - obtaining all the statutory approval is in the scope of work of Architect / firm).**
 - o. Report on existing monuments, open area with stability measures in phase wise and the landscape design so that tourism will not get effected during execution of work.
 - p. Preparation and issue of all working drawings and details as listed below for inviting tenders and for proper execution of work during construction. Any report, drawings / details must be issued in 5 hard and 1 soft copy.
 - i. Architectural design
 - ii. Preparation of concept plan with space planning.
 - iii. Sanitary & Plumbing, water supply, waste disposal system design
 - iv. Interior Drawings with Executive Standard facilities/utilities.
 - v. Rain water harvesting system design

 - vi. Electrical system design
 - vii. Electronics communication system
 - viii. Fire detection, fire protection and security system
 - ix. Site development

- i. Landscape design Landscape design and horticulture work with Inclined wall vertical Garden.
 - x. Any other drawings as required by the contracting authority.
 - xi. 3D modeling and presentation as and when required and association in presentation with all level.
 - xii. Prepare physical models for display of Project.
 - xiii. The work with green building norm and barrier free environment concept.
- q. Propose time limit to complete the project.
 - r. Preparation of specifications, schedule of quantities, detailed cost estimates based on prevailing applicable SOR of the respective district and tender document including code of practice covering aspects like mode of measurements, method of payment, quality control procedure on materials / works and other conditions of contract.
 - s. Evaluation of bids after the tender is invited for construction of buildings
 - t. Site visit at regular intervals based on requirements, to inspect and evaluate construction works and clarify for any discrepancy / ambiguity in drawings / specifications. Provide interpretation of the drawings / specifications. Attend meetings to ensure that the project proceeds generally in accordance with the conditions of contract and keep the Authority informed and render advice on actions, if required.
 - u. Prepare and submit completion report and drawings for the project as required and to obtain "Completion / Occupation Certificate" from statutory authorities, wherever required.
 - v. Complete landscape design.
 - w. Deviation in individual quantity is allow upto (+) or (-) 10% of estimate cost only. More deviation will be liable of penalty to the consultant.
 - x. Any other services required for smooth completion of project.
 - y. Seeking necessary clearances and approval from the concerned authorities & Govt. agencies and liaising, incorporating the changes in the scheme as per guideline and getting the scheme approved by such authorities.

NOTE:

- The design of the buildings / complexes shall be energy efficient to the possible extent.
- PWD-Diu shall have the liberty to postpone or not to execute any work and consultant shall not be entitled to any compensation for non-execution of the work except the fees which are payable to the consultant up to the stage of services then in progress.
- PWD-Diu may, at any stage, to reduce, change or expand the scope. Any such increase or decrease in the scope of work would lead to upward or downward revision (as the case may be) of the fees payable as decided by PWD-Diu.

- Indicative Area Requirement for the office building is attached on Annexure-I and land plan on Annexure II.
- The application fees which shall be taken by any Central, State and Local authority for the required approval that will be paid by PWD-Diu.

3. Proposed Project:

Sr. No	Name of the Project	Plot No. & Approximate Land Area (in Sq.mt.)
1	Selection of Empanelled and other Architectural Firms for Providing Comprehensive Consultancy services for the work of "Horticulture, Vertical Garden & LandScapping Works at Education Hub, Kevdi, Diu. (3rd Call)	1, 01, 875 sqm in Survey No:- PTS 71/0(P) at Kevdi, Diu. The Campus exists with building of Govt. College, Govt. Polytechnic and Hostel & Faculty house. There is peripheral road in the compounded campus.

NOTE:

- The design of the works shall be energy efficient to the possible extent.
- PWD-Diu shall have the liberty to postpone or not to execute any work and consultant shall not be entitled to any compensation for non-execution of the work except the fees which are payable to the consultant up to the stage of services then in progress.
- PWD-Diu may, at any stage, to reduce, change or expand the scope. Any such increase or decrease in the scope of work would lead to upward or downward revision (as the case may be) of the fees payable as decided by PWD-Diu.
- Indicative Area Requirement for the office building is attached on Annexure-I.
- The application fees which shall be taken by any Central, State and Local authority for the required approval that will be paid by PWD-Diu.

4. Fee Structure and Time Duration.

The fee for the assignment shall be released after acceptance and approved by Client as per 5(A) in installments related to the progress of work, as indicated below:-

Stage	Stages % Fees entitled to be Released	Payment in %	Cumulative %	Time Duration	Deliverable
	Award of Contact		M		
1	On Submitting conceptual design and rough estimate cost	5%	5%	M+5 days	As per 5(A) Stage 1
2	On Submitting the required preliminary scheme/ architectural drawing and perspective views for the client's approval along with the preliminary estimate of cost the payment will be done only after obtaining AA & ES from the Competent Authority and it will applied for all para after and above para 2.	5% -do-	10%	M+10 days	As per 5(A) Stage 2
3 (a)	On incorporating Client's suggestion and submitting Revised drawing for approval from the Client/ Statuary authorities if any	5%	15%	M+15 days	As per 5(A) Stage 3
3 (b)	Preparing and on submission of detail structural design calculation structural drawing and providing technical assistance for clearance of design to vetting agency/any Govt. institution engaged by the U T Administration for vetting/proof checking verification including adopting modification in design and drawing as suggested.	05%	20%		As per 5(A) Stage 4
4	Preparing and on submission of detail estimate as per plan and design (Civil Interior & Electrical and other utility service) including specification and schedule of quantities rate analysis etc. to client department	05%	25%		As per 5(A) Stage 4
4 (a)	Upon Clients/ statutory approval necessary for commencement of Construction wherever applicable	5%	30%		As per 5(A) Stage 4
5	On inviting receiving and analyzing tender, advising client on appointment of Contractors.	05%	35%		As per 5(A) Stage 5

6(a)	On submitting working drawings and details required for commencement of work at site	05%	40%		As per 5(A) Stage 6
6(b)	(i) On Completion of 20% of the Work	10%	50%		
	(ii) On Completion of 40% of the work.	10%	60%		
	(iii) On Completion of 60% of the work	10%	70%		
	(iv) On completion of 80% of work	10%	80%		
	(v) On Actual Completion	10%	90%		
7	On submitting completion report and drawing for issuance of completion/occupancy/certificate by statutory authorities wherever required and issue of as built drawings.	10%	100%		As per 5(A) Stage 4

Effective Payment to the Architect

The project will be executed as per requirement in phase manner. The fees payable to the Architect shall be computed on the actual cost of work on completion. The Payment due to the Architect at different stages be computed on the following basis.

Stage 1	On rough estimate of cost
Stage 2 to 4	On preliminary estimate of cost
Stage 5	On accepted tender cost
Stage 6 to 7	On actual Cost

5.00 TIME SCHEDULE FOR WHOLE PROJECT.

Stage	Stages % Fees entitled to be Released	Time Allowed for the Activity (in months)	Cumulative Time	Time Duration	Remarks
	Award of Contact		M		
1	On Submitting conceptual design and rough estimate cost	0.50	0.50	M+5 days	
2	On Submitting the required preliminary scheme/ architectural drawing and perspective views for the client's approval along with the preliminary estimate of cost	0.50	1.00	M+10 days	

3 (a)	On incorporating Client's suggestion and submitting Revised drawing for approval from the Client/ Statuary authorities if any	0.50	1.50	M+15 days	
3 (b)	Preparing and on submission of detail structural design calculation structural drawing and providing technical assistance for clearance of design to vetting agency/any Govt. institution engaged by the U T Administration for vetting/proof checking verification including adopting modification in design and drawing as suggested.	0.50	2.00		
4	Preparing and on submission of detail estimate as per plan and design (Civil) Interior & Electrical and other utility service) including specification and schedule of quantities rate analysis etc. to client department	0.50	2.50		
4 (a)	Upon Clients/ statutory approval necessary for commencement of Construction wherever applicable	"X"	2.50 +"X"		
5	On inviting receiving and analyzing tender, advising client on appointment of Contractors.	"Y"	2.50 +"X"		
6(a)	On submitting working drawings and details required for commencement of work at site	1.0	3.50 +A		Overlapping activity with S.NO 5
(6(b))	(i) On Completion of 20% of the Work	"Z"	3.50 +"X"+"Z"		
	(ii) On Completion of 40% of the work.				
	(iii) On Copletion of 60% of the work				
	(iv) On completion of 80% of work				
	(v) On Actual Completion				
7	On submitting completion report and drawing for issuance of completion/occupancy/certificate by statutory authorities wherever required and issue of as built drawings.	1.50	5.00 +"X"+"Z"		As per 5(A) Stage 4

5(A) Schedule of service (Refer above Table, mentioned in Clause 5)

Stage 1

- Ascertain Authority's requirements, examine site constraints & potential; and prepare a design brief for Authority's approval.
- Prepare report on site evaluation, state of existing buildings, if any; by total station survey, soil investigation and analysis and impact of existing and/ or proposed development on its immediate environs.
- Prepare drawings and documents to enable the Authority to get done the detailed survey and soil investigation at the site of the project, if required.
- Furnish report on measures required to be taken to mitigate the adverse impact, if any, of the existing and / or proposed development on its immediate environs.
- Prepare conceptual designs with reference to requirements given and prepare rough estimate of cost on area basis.

Stage 2

- Modify the conceptual designs incorporating required changes and prepare the preliminary drawings, sketches, study model, etc., for the Authority's approval along with preliminary estimate of cost based on relevant SOR, Rate analysis approvals from PWD-Diu, structural drawings/designs based on NBC/BIS & MoRT&H and to get approved from PWD-Diu & get the Technical Sanction from competent authority.
Prepare drawings necessary for Authority's/ statutory approvals and ensure compliance with codes, standards and legislation, as applicable and to obtain the statutory approvals from relevant authorities.

Stage 3

- Prepare working drawings, specifications and schedule of quantities as per approved estimate and tender documents including code of practice covering aspects like mode of measurement, method of payments, quality control procedures on materials & works and other conditions of contract including all tender documents & detailed specification of all the items of work, B2 agreement of the tender documents and get DTP approved from competent authority of PWD-Diu.

Stage 4

- Invite, receive and analyze tenders; advise Authority on appointment of contractors

Stage 5

- Prepare and issue working drawings and details for proper execution of works during construction.
- Approve samples of various elements and components.
- Visit the site of work, at intervals mutually agreed upon, to inspect and evaluate the Construction Works and where necessary clarify any decision, offer interpretation of the drawings/specifications, attend conferences and meetings to ensure that the project proceeds generally in accordance with the conditions of contract and keep the Authority informed and render advice on actions, if required.

Time Schedule for Professional Personnel

- Please provide PERT chart of the work schedule. Provide Completion dates of various milestones.

Stage 6 and 7

- In order to ensure that the work at site proceeds in accordance with the contract documents/ drawings and to exercise time and quality controls, the frequent supervision shall be carried out by Architect/ Structural Engineer/ Construction Manager as per requirement, who shall work under the guidance and direction of the Agency and site engineer of contracting Authority.
- Issue Certificate of Virtual Completion of works.
- Prepare and submit completion reports and drawings for the project as required and to obtain "Completion/ Occupancy Certificate" from statutory authorities, wherever required.

6 Security Deposit:-

- (i) An amount equal to 7.5 % from the payment to be made to the **ARCHITEC CONSULTANT** shall be retained by the **Client** towards the Security Deposit.
- (ii) The Security Deposit will be release by the client to the **Architect Consultant** without any interest therefore only after successful completion and functioning of the project.

7. Termination Clauses.

That the agreement shall be terminated at any time by Executive Engineer, PWD, WD-II, Diu giving one month's notice to the Consultant and in the event of such termination, the Consultants 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 the agreement on the sate of termination and the PWD may make full use of all or any of the drawings prepared by the Consultants. The determination of entitle fees shall be as determine by Executive Engineer, PWD, WD-II, Diu which will be final & binding.

8. PENALTIES:

- I. If the consultant fails to maintain the required progress or to complete the work as per time Schedule defined, a penalty for delay of work @ 0.50% on tendered amount per month of delay to be computed on per day basis shall be made from his due payment. However the total amount of penalty/ compensation for delay to be paid on this account shall not exceed 5% of his quoted amount. The competent authority for levy of penalty on account of delayed completion shall be Superintending Engineer/ Chief Engineer.
- II. A penalty of Rs. 10,000/- per default shall be levied in case the Architect Consultant or their head of sub-consultant firm fails to attend the meeting of PWD-Diu / any committee/ nodal officer appointed by PWD-Diu and intimation of this when conveyed to them either by written/ telephonic/ through internet or SMS communication. The competent authority for levy of penalty on default shall be concerned Chief Engineer, PWD, Daman & Diu.
- III. The consultant shall prepared estimate realistic way considering all items required for the project. Any variation beyond the 10%. of the estimated quantity of the items will be liable for penalty @ 10% maxim on the total amount of consultant The competent authority for levy of penalty on account of excess beyond 10% shall be the Superintending Engineer/ Chief Engineer who's division shall be final & binding, and consultant will be debarred for participating for any works in U.T. of Daman & Diu.

Date:-

PROFORMA FINANCIAL OFFER

Name of Work: Selection of Empanelled and other Architectural Firms for Providing Comprehensive Consultancy services for the work of "Horticulture, Vertical Garden & LandScapping Works at Education Hub, Kevdi, Diu. (3rd Call)

We _____ states that Offer Is Unconditional and the rates quoted are excluding service tax.

We have carefully studied the various Components herein above with the scope of work and detailed specifications and all other terms and conditions of this Terms of Reference (TOR). On the basis of that I/We hereby undertake to execute the said work as per the rates quoted herein below.

We have gone through your Terms of Reference (TOR) for the above said work and we have understood all the terms and conditions pertaining to the work. We are ready to execute the planning, drawing and design of project at (in numeral as well as in words)%, in words..... percent of total approved project cost as listed below & as per Terms of Reference.

(Note: The beautification work is inclusive of all the component, statutory norms, building, compound wall, furniture, approach & parking for all the locations and as per requirement.

We shall not claim any other out of pocket or any expenses for supervision of work. Our technical team shall supervise the project up to the completion as required by PWD-Diu.

Signature of Authorized Signatory & stamp

Place:

Address:

Phone No. :

E-mail :

Tel./Fax:

Annexure I

Indicative Requirement for the work of Selection of Empanelled and other Architectural Firms for Providing Comprehensive Consultancy services for the work of "Horticulture, Vertical Garden & LandScaping Works at Education Hub, Kevdi, Diu. (3rd Call)

- 1) Prepares the general ground modeling plan and planting layout.
- 2) Prepares drawings and specifications of utilities (such as irrigation, drainage, lighting, etc.)
- 3) Prepares schedule of shrubs, trees, and other plants.
- 4) Prepares details of landscaping elements.
- 5) Assists the client in conducting bids or negotiations with landscape contractors
- 6) Checks and approves samples of materials.
- 7) Conducts final inspection and approval of landscaping works.
- 8) Assists the client to evaluate the amount due to the contractor.

Also,

- ii. Architectural design
- iii. Interior Design
- iv. Space Utilization
- v. Preparation of concept plan with space planning.
- vi. Structural design, if any.
- vii. Sanitary & Plumbing, water supply, waste disposal system design
- viii. Interior Drawings with Executive Standard facilities/utilities.
- ix. Rain water harvesting system design
- x. Electrical system design
- xi. Electronics communication system
- xii. Fire detection, fire protection and security system
- xiii. Site development
- xiv. Landscape design and horticulture work with Inclined wall vertical Garden.
- xv. Any other drawings as required by the contracting authority.
- xvi. 3D modeling and presentation as and when required and association in presentation with all level.
- xvii. Prepare physical models for display of Project.
- xviii. The work with green building norm and barrier free environment concept.

Note: Refer Clause 2 of TOR in Appendix-I for Detail Scope of Work.

Annexure II

Site Plan of Selection of Empanelled and other Architectural Firms for Providing Comprehensive Consultancy services for the work of "Horticulture, Vertical Garden & LandScapping Works at Education Hub, Kevdi, Diu. (3rd Call)

