



TENDER DOCUMENT

**ENGINEERING
CONSULTANCY SERVICES**

**For the work
of**

**“Construction of Swami Vivekananda
100 Bedded Multispeciality Hospital
At Anjaneri, Trimbakeshwar, Nashik (Maharashtra)”**

HINDUSTAN PREFAB LIMITED
(A Govt. of India Enterprise)
Jangpura, New Delhi-110014
CIN: U74899DL1953GOI002220
Ph- (011) 43149800-899, Fax: (011) 26340365
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Section-1

NOTICE INVITING e-TENDER

HINDUSTAN PREFAB LIMITED

(A Govt. of India Enterprise)

Jangpura, New Delhi-110014

CIN: U74899DL1953GOI002220

Ph- (011) 43149800-899, Fax: (011) 26340365

WEB: www.hindprefab.in, Email: :- hindprefab@gmail.com

HINDUSTAN PREFAB LIMITED
(A Govt. of India Enterprise)

NIT NO. HPL/PM(C)/TC/Nashik/2018-19/65 Dated: 30.10.2018

NOTICE INVITING e-TENDER

1. HPL invites e-tender on percentage fees basis from reputed Architect /Consultant firms for providing Architectural and Engineering Consultancy Services for “Construction of Swami Vivekananda 100 Bedded Multispecialty Hospital at Anjaneri, Trimbakeshwar, Nashik (Maharashtra)” as per schedule as under.
2. The estimated Project Cost of this work is Rs. **20 Cr. (approx.)**

Tendering Document No.	HPL/PM(C)/TC/Nashik/2018-19/65 Dated: 30.10.2018
Name of the Work	Construction of Swami Vivekananda 100 Bedded Multispeciality Hospital at Anjaneri, Trimbakeshwar, Nashik (Maharashtra).
Client/Owner	Shri Ramakrishana Aagya Sansthaan Trimbakeshwar funded by Power Finance Corporation Limited (PFCL)
Project Duration	18 months
Estimated Cost of Project	Rs. 20.00 Cr.
Estimated Cost of A&E Consultancy work	Rs. 20 Lakh
Earnest Money Deposit	Rs. 40,000/- in the shape of DD only in favour of Hindustan Prefab Limited and, payable at New Delhi (Bank Guarantee will not be accepted)
Non-refundable cost of Tender document	Rs. 3000 /- (Non Refundable) in the shape of DD in favour of Hindustan Prefab Limited and, payable at New Delhi.
Non-refundable cost of e-tender processing fee	Rs. 1180 /- (Non Refundable) through e-payment gateway to ITI Ltd.
Last date & time of submission of online tender	Up to 15:00 Hrs. by 06.11.2018
Period during which hard copy in Original of EMD, Cost of Tender Document, proof of e-tender processing fee, letter of Acceptance of tender conditions/ enlistment order of the Architect/Consultant and other documents as per NIT (Eligibility criteria) shall be submitted. (Do not submit hard copy of financial bid).	Before and up to 15:00 Hrs. by 06.11.2018 in the office of Dy. General Manager(C)-TC at Hindustan Prefab Limited, Jangpura, New Delhi-110014.
Date & Time of Opening of technical tender	up to 15:30 Hrs. by 06.11.2018
Validity of offer	180 days from the date of opening of tender
Presentation Date, Time & Venue	To be informed later to the eligible bidders (via email only)
Opening of price bid	To be informed later to the eligible bidders (via email only)

The tender document can be downloaded from the websites www.tenderwizard.com/HPL, www.eprocure.gov.in and corrigendum, if any, would appear only on the above web site and not be published”.

2.0 Minimum Eligibility Criteria:

The interested bidders should meet the following minimum qualifying criteria:

A. Work Experience:

- i) Experience of having successfully completed similar works during the last 7 years ending previous day of last date of submission of tenders
 - a. Three similar works each costing not less than 40% of the estimated cost of the project.
 - OR
 - b. Two similar works each costing not less than 60% of the estimated cost of the project.
 - OR
 - c. One similar work costing not less than 80% of the estimated cost of the project.

“Similar work shall mean “Construction of Buildings works”.
- ii) The past experience in similar nature of work should be supported by certificates issued by the client’s organization. In case the work experience is of Private sector, the completion certificate shall be supported with copies of the Letter of Award/ Contract Agreement and Corresponding TDS Certificates. Value of work will be considered commensurate with the value of TDS Certificates.
- iii) The value of executed works shall be brought to the current level by enhancing the actual value of work done at a simple rate of 7% per annum, calculated from the date of completion to previous day of last day of submission of tenders.
- iv) Joint-venture / consortia of firms / companies shall not be allowed and the bidders should meet the above criteria themselves.

v) Foreign Certificates:

- (a) In case the work experience is for the work executed outside India, the bidders have to submit the completion/experience certificate issued by the owner duly signed & stamped, and affidavit to the correctness of the completion/experience certificates. The Architect/Consultant shall also get the completion/experience certificate attested by the Indian Embassy/consulate / High Commission in the respective country. In the event of submission of completion /experience certificate by the Bidder in a language other than English, the English translation of the same shall be duly authenticated by Chamber of Commerce of the respective country and attested by the Indian Embassy/consulate / High Commission in the respective country.
- (b) For the purpose of evaluation of Bidders, the conversion rate of such a currency into INR shall be the daily representative exchange rate published by the IMF as on 7 (Seven) days prior to the Last Date of Submission including extension(s) given if any.

vi) Certificates of Subsidiary/Group Companies:

The companies/firms, who intend to get qualified on the basis of experience of the subsidiary/parental company/group company, shall not be considered and vice versa. In case of a Company/firm, formed after merger and/ or acquisition of other companies/firms, past experience and other antecedents of the merged/ acquired companies/firms will be considered for qualification of such Company/firm provided such Company/firm continues to own the requisite assets and resources of the merged/ acquired companies/firms relevant to the claimed experience.

B. Financial Strength:

The Average annual financial turnover for last 3 years shall be at least 50% of the estimated consultancy fee put to tender. The requisite Turn Over shall be duly certified by a Chartered Accountant with his Seal/ signatures and registration number. The bidders are required to upload and submit page of summarized Balance Sheet (Audited) and also page of summarized Profit & Loss Account (Audited) for immediate last three years.

3. The intending tenderer(s) must read the terms and conditions of this GCC carefully. He should only submit his bid if eligible and in possession of all the documents required.
4. Information and Instructions for tenderers posted on website shall form part of bid document.
5. The bid document consisting of scope of work and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website **www.tenderwizard.com/HPL** or **www.eprocure.gov.in** free of cost.
6. Those Architect firms/ Consultants not registered on the website mentioned above, are required to get registered beforehand. If needed they can be imparted training on online bidding process as per details available on the website.
7. The intending tenderer (s) must have valid class-III digital signature to submit the bid.
8. On opening date, the Architect Firm/Consultant can login and see the bid opening process. After opening of bids he will receive the competitor bid sheets.
9. Architect firm / Consultant should upload documents in PDF format.
10. Architect firm/ Consultant must ensure to quote rate in percentage. The rate shall be Quoted up to 2 Decimals.

In addition to this, while selecting any of the cells a warning appears that if any cell is left blank the same shall be treated as “0”. Therefore, if any cell is left blank and no rate is quoted by the tenderer, rate of such item shall be treated as “0” (ZERO).

11. Notwithstanding anything stated above, HPL reserves the right to assess the capabilities and capacity of the tenderers to perform the contract in the overall interest of HPL.

12. The tenderer(s) is/are required to quote strictly as per the terms and conditions, specifications, standards given in the tender documents and not to stipulate any deviations.

13. The tenderer(s) if required, may submit queries, if any, through E-mail and in writing to the tender inviting authority to seek clarifications within 07 days from the date of uploading of Tender on website. HPL will reply only those queries which are essentially required for submission of bids. HPL will not reply the queries which are not considered fit like replies of which can be implied /found in the NIT/ Tender Documents or which are not relevant or in contravention to NIT/Tender Documents, queries received after 07 days from the date of uploading of Tender on website, extension of time for opening of technical bids, etc. Technical Bids are to be opened on the scheduled dates. Requests for extension of opening of Technical Bids will not be entertained.

Further, queries regarding Design concept presentation also will not be entertained after 07 days from the date of uploading of tender on website. Bidders have to give Design concept presentation on the basis of the available data and after collecting information regarding plot area, local heritage, plot connectivity with main road, etc. by visiting the site. Missing link, if any, may be assumed by the bidders with best possible option for presentation since this stage is meant to assess and evaluate the overall understanding of bidder about subject matter and the Project in particular.

14. HPL reserves the right to reject any or all tenders or cancel/withdraw the Invitation for Bids without assigning any reason whatsoever and in such case no tenderer / intending tenderer shall have any claim arising out of such action.

15. Integrity Pact as per Annexure-III under Section-6 (For all contracts having estimated consulting fees valuing Rs. 5.00 Crores and above): Integrity Pact duly signed by the tenderer shall be submitted. Any bid without signed Integrity Pact shall be rejected.

15.1 Independent External Monitors

(i) In respect of this consultancy assignment, the Independent External Monitors (IEMs) would be monitoring the bidding process and execution of contract to oversee implementation and effectiveness of the Integrity Pact Program.

(ii) The Independent External Monitor(s) (IEMs) have been appointed by HPL, in terms of Integrity Pact (IP)-Section 6, which forms part of the tenders/Contracts. The name of the Independent External Monitor (s) are posted on HPL's website i.e. www.hindprefab.in

(iii) This panel is authorized to examine / consider all references made to it under this tender in terms of Integrity Pact. The Independent External Monitors (IEMs) shall review independently, the cases referred to them to assess whether and to what extent the parties concerned comply with the obligations under the Integrity Pact entered into between HPL and Consultant.

(iv) The Independent External Monitors (IEMs) has the right to access without restriction to all Project documentations of the Employer including that provided by the Consultant. The Consultant will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his Project Documentations. The same is applicable to Sub-consultants. The Monitor is under contractual obligation to treat the information and documents of the Bidder / Consultant / Sub-Consultants etc. with confidentiality.

16. Earnest Money Deposit:

Earnest Money Deposit of amount as mentioned in “NIT of Tender” required to be submitted along with the tender shall be in the form of Demand Draft payable at place as mentioned in NIT in favour of Hindustan Prefab Limited from any Scheduled bank. The Bank Guarantee towards EMD is also acceptable (in the prescribed format as per Section-6) issued from any Nationalized Bank/Scheduled Banks. EMD shall be submitted in the prescribed Performa.

The EMD shall be valid for a minimum period of **60** (Sixty) days from the original last day of submission of bid as per NIT. The EMD shall be scanned and uploaded to the e-Tendering website within the period of bid submission and original should be deposited in office of HPL.

16.1 The EMD shall be payable to Hindustan Prefab Limited without any condition(s), recourse or reservations.

i) The Bid will be rejected by HPL as non-responsive and shall not be considered in case EMD is not received in physical form.

ii) The EMD of bidders other than L1 will be returned within 15 days, after opening of Financial Bid.

iii) The EMD of the successful consultant will be discharged after the consultant has furnished the required acceptable Performance Guarantee.

iv) No interest shall be paid by Hindustan Prefab Limited on the EMD.

v) The EMD may be forfeited:

a) if a consultant withdraws the bid after bid opening during the period of validity;

b) If, any unilateral revision in the offer is made by the tenderer during the validity of the offer.

c) Upon non acceptance of LOI/LOA, if and when placed

d) In the case of a successful consultant; if the consultant fails to Sign the Agreement within the 45 days from the date of issue of LOA or furnish the required performance security or fail to commence the work within the stipulated time period prescribed in the contract.

17. Interested Architect firm / Consultant who wish to participate in the bid has also to make following payments in the form of Demand Draft or Pay Order or Banker's Cheque of any Scheduled Bank and to be scanned and uploaded to the e-Tendering website within the period of bid submission:

i) Cost of Bid Document: Demand Draft or Pay Order or Banker's Cheque should be drawn in favour of Hindustan Prefab Limited payable at New Delhi.

ii) e-Tender Processing Fee is to be paid through e-payment gateway to e-Tender Services Provider of HPL.

iii) Cost of Bid Document and proof of e-tender Processing Fee & EMD accordingly, shall be placed in single sealed envelope superscripted as "Earnest Money, Cost of Bid Document and proof of e-tender Processing Fee" with name of work and due date of opening of the bid also mentioned thereon. Certificate of work experience (if required) and other documents as specified in the tender shall be scanned and uploaded to the e-Tendering website within the period of bid submission and certified copy of each shall be deposited in a separate envelop marked as "Other Documents".

18. List of Documents to be scanned and uploaded within the period of bid submission:

- a. Demand Draft/Pay order or Banker's Cheque / Bank Guarantee of any Nationalized / Scheduled Bank against EMD.
- b. Demand Draft/Pay order or Banker's Cheque of any Scheduled Bank towards cost of Bid Document.
- c. Proof of payment through e-payment gateway to ITI Ltd.
- d. Annexure-I to Annexure-XIII if applicable
- e. Corrigendum / Addendum / Other documents, if any
- f. Certificates of work experience and all documents pertaining to eligibility criteria/Technical Bid/NIT.
- g. List of Technical Manpower
- h. GST registration, PAN No.
- i. Power of Attorney of the person authorised for signing /submitting the tender.
- j. Turnover Details/Balance Sheet as per NIT.

NOTE: All the uploaded documents duly sealed and signed by the Power of Attorney holder should be in readable, printable and legible form failing which the Bids shall not be considered for evaluation. The document uploaded by the bidder at tender wizard portal should be duly page numbered.

19. Set of Tender Documents:

The following documents will constitute set of tender documents:

- a) Notice Inviting E-Tender
- b) Quoting Sheet for Tenderer
- c) Conditions of Contract
- d) Special conditions of Contract (SCC)
- e) Acceptance of tender condition
- f) Integrity Pact
- g) Site Layout/Plan, Drawings if available
- h) Annexure-I to Annexure-XIII

i) Corrigendum / Addendum / Other documents, if any

20. The bidders are advised to submit complete details with their bids. The Technical Bid Evaluation will be done on the basis of documents uploaded on e-tendering web site(s)/ submitted by the bidders with the bids. The information should be submitted in the prescribed Performa. Bids with Incomplete/Ambiguous information will be rejected.

The Bank Guarantee for EMD submitted by the bidders shall be strictly in the format prescribed in GCC. In case, EMD is not found verbatim in the prescribed format, the bid will be liable for rejection.

The envelope containing Technical bid should also indicate clearly the name of the tenderer and his address. In addition, the left hand top corner of the envelope or container should indicate the name of the work, name of the document in the envelope with bid opening date and time and addressed to address mentioned above and shall reach up to 03:00 PM on or before date of Technical Bid. The on line bid shall be opened at 03:30 PM on the same day.

Online technical bid documents submitted by intending tenderers shall be opened only of those tenderers, whose Earnest Money Deposit of requisite amount, Cost of Bid Document, Unconditional letter of acceptance and Affidavit for correctness of documents/information are found in order.

The bid submitted shall become invalid, if:

i) The tenderer is found ineligible.

ii) The tenderer does not upload all the documents (including GST Registration) as stipulated in the bid document.

iii) If any discrepancy is noticed between the documents as uploaded at the time of submission of bid and hard copies as submitted physically in the office of tender opening authority.

iv) Tenders in which any of the prescribed conditions are not fulfilled or found incomplete in any respect are liable to be rejected.

21. Before the last time and date of submission of bid as notified, the tenderer can submit revised bid any number of times.

22. The bid for the works shall remain open for acceptance for a period of 90 days from the last date of submission of bid including the extension given, if any. In case any tenderer withdraws his bid before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the bid which are not acceptable to HPL, then HPL shall, without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money as aforesaid. Further the tenderers shall not be allowed to participate in the re-bidding process of work.

23. The acceptance of any or all tender(s) will rest with HPL who does not bind itself to accept the lowest tender and reserves to itself the right to reject any or all of the tenders received without assigning any reason thereof.

24. On acceptance of tender, the name of the accredited representative(s) of the Architect / Consultant who would be responsible for taking instructions from Engineer-in-Charge or its authorized

representative shall be intimated within 07 days of issue date of Letter of Award(LOA)/ Letter of Intent(LOI) by HPL.

25. Date of Start of work shall be reckoned from the 3rd day after issue of the letter of Award (LOA)/ Letter of Intent (LOI) by HPL.

26. The award of consultancy work, execution and completion of work shall be governed by tender documents consisting of (but not limited to) NIT, General Conditions of Contract, Special Conditions of Contract, Technical Evaluation, Price bid, etc. The tenderers shall be deemed to have gone through the various conditions while making/preparing their technical & financial proposals & submitting the Bid(s) including site conditions, topography of the land, drainage and accessibility etc. or any other condition which in the opinion of tenderer will affect his price/rates before quoting their rates.

27. ORDER OF PRECEDENCE OF DOCUMENTS

In case of difference, contradiction, discrepancy, with regard to General Conditions of contract, Special Conditions, Specifications, Corrigendum/Clarification(s) issued, Drawings, Bill of quantities etc. forming part of the contract, the following shall prevail in order of precedence.

1. Letter of Award, along with statement of agreed variations and its enclosures, if any.
2. Corrigendum, Addendum, Clarifications etc.
3. Special Conditions of Contract.
4. Description of Bill of Quantity / Schedule of Quantities.
5. General Conditions of Contract.
6. Drawings
7. CPWD/ MORTH specifications (as specified in Technical Specification of the Tender) update with correction slips issued up to last date of receipt of tenders.
8. Relevant B.I.S. Codes.

29. In case of any query please contact Phone No: 011-43149800 (Extn. 136)

Email Id: tendercellhpl@gmail.com during office hours.

Important Note:-

- (1) The tenders is being invited on “**No Cost No Commitment Basis**”. If because of any reason / circumstances, the project does not take off, no payment shall be made to the A&E Consultant and Consultant shall not have any claim what so ever.
- (2) All the technical documents including other documents as per NIT should be uploaded at tenderwizard portal within time and date mentioned in the NIT.
- (3) The agency has to visit different site for collecting data“s before preparation of DPR documents at his own cost.
- (4) In case the work quantum as already stipulated in this NIT increased and same design is proposed for the increased quantum rate of consultancy will be the half of quoted rates for original work.

Section-2

INSTRUCTIONS TO CONSULTANT

INSTRUCTIONS TO CONSULTANT

2.0 Introduction

2.1.1 The Architect firms / Consultants are invited to submit a Technical bid together with a Financial bid. The tender will be the basis for technical discussions/negotiations if required and ultimately for a signed Contract with the selected Architect firm /consultant.

2.1.2 Architect firms/consultants should familiarize themselves with local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the assignment and local conditions, Architect firms/consultants are desired to visit the site before submitting a proposal. Architect firms/Consultants or his authorised representative should contact the following regarding site specific information and site visit enquiry.

Contact :

Address :

Fascimile :

Phone No :

Mobile :

2.1.3 (a) HPL will provide the inputs to the Architect firms/consultants, if available. However, HPL does not assume any responsibility for any loss or financial damages on account of use of such information by consultant & consultants are advised to collect their own information for preparation, submission of bids & execution of services after award of work.

2.1.3 (b) The Architect firms/consultants shall be responsible for obtaining licenses and permits to carry out the services.

2.1.4 Architect firms/consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation, site visits etc. HPL / Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Architect firms/Consultants.

2.1.5 Conflict of Interest

2.1.5.1 HPL s policy requires that Architect firms/consultants provide professional, objective, and impartial advice and at all times hold HPL's interests paramount, strictly avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work.

2.1.5.2 (i) Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

Conflicting assignments

(ii) An Architect firm/consultant (including its Personnel and Sub- Consultants) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for the same or for another Employer.

Conflicting relationship

(iii) An Architect firm/consultant (including its Personnel and Sub- Consultants) that has a business or family relationship with a member of HPL's staff who is directly or indirectly involved in any part of (a) the preparation of the Terms of Reference of the assignment, (b) the selection process for such assignment, or (c) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to HPL throughout the selection process and the execution of the Contract.

2.1.5.3 Architect firms/consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of HPL, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Architect firm/consultant or the termination of its Contract any time, throughout currency of the work.

2.1.5.4 No agency of current employees of HPL shall work as Architect firms/consultants. Recruiting former employees of HPL to work is acceptable provided no conflict of interest exists.

2.1.6 Fraud and Corruption

2.1.6.1 HPL requires that the Architect firms/consultants participating in selection process adhere to the highest ethical standards, both during the selection process and throughout the execution of a contract. In pursuance of this policy, HPL:

(a) defines, for the purpose of this paragraph, the terms set forth below:

(i) "corrupt practice" means the offering, promising, giving, receiving, or soliciting, directly or indirectly, of anything of value which he is not legally entitled to, to influence the action of a public official in the selection process or in contract execution;

(ii) "fraudulent practice" means a willful misrepresentation or omission of facts or submission of fake/forged Documents in order to influence a selection process or the execution of a contract;

(iii) “collusive practices” means a scheme or arrangement whether formal or informal, between two or more consultants with or without the knowledge of HPL, designed to establish prices at artificial, non-competitive levels, submission or non-submission of Bids;

(iv) “Coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract.

(b) will reject a proposal for award if it determines that the Architect firm/consultant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question; and

(c) will sanction an Architect firm/consultant, including declaring the Architect firm/consultant ineligible, either indefinitely or for a stated period of time, for award of a contract if at any time determines that the Architect firm/consultant has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing a contract.

2.1.7 The Architect firm/consultants should be aware of the provisions on fraud and corruption stated in the specific clauses in the General Conditions of Contract.

2.1.8 Only One Proposal

The Architect /consultant firm shall only submit one proposal. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified. However, this does not limit the participation of the same Sub-Consultant, including individual experts, to more than one proposal.

2.1.9 Proposal Validity

The Architect firm /consultant tender must remain valid for 90 days after the last date fixed for submission of tender including the extension(s) given, if any.

2.1.10 Association of Sub-Consultants (for specialised work)

Architect Firm/Consultant may associate with sub consultant(s) for specialized works such as HVAC, Lift, Fire-fighting, Landscape etc.

2.2.0 Clarifications and Amendment of Bid Documents

2.2.1 Architect firms/consultants may request for a clarification on any clause(s) of the Bid documents within 7 days from the date of uploading of Tender on website. Any request for clarification must be sent in writing, or by standard electronic means to HPL’s address. HPL will respond in writing, or by standard electronic means and will send written copies of the response (including an explanation of the query but without disclosing the Source of query) to all Architect firms/consultants. Should HPL deem it necessary to amend the bid document as a result of a clarification or any other reasons it shall do so following the procedure under para. 2.2. However, HPL reserves the right to respond the queries after cut-off date as mentioned above.

2.2.2 At any time before the submission of tender, HPL may modify/ amend the bid document and extend the last date of submission/ opening of the tender by issuing a corrigendum/addendum. Any Corrigendum/Addendum thus issued shall form part of tender document and shall be posted only on website www.tenderwizard.com/ HPL and www.hindprefab.in and the Consultants are thus advised to update their information by using said website. To give the Consultant reasonable time to take an amendment into account in their bids and on account of any other reasonable circumstances, HPL may at its discretion, extend the deadline for the submission/ opening of the tender.

2.3.0 Preparation of Bid Proposal

2.3.1 In preparing their tender, Architect firms/consultants are expected to examine in detail the tender document. The tender shall contain technical & financial Bids.

2.3.2 The bid proposals, all related correspondence exchanged by the Architect firms/consultants & HPL and the contract to be signed with the winning consultant shall be written in the English language

2.3.3 Technical Bid Proposal

a) The Technical bid shall not include any financial bid information. A Technical bid containing financial bid information shall be declared non responsive / invalid.

b) The Technical bid may be declared non responsive / invalid, if the bid is not accompanied by the requisite documents as stipulated in tender document.

2.3.4 Financial bid Proposals

1. The Financial bid shall not include any commercial or technical condition/information. Financial offer shall be submitted as per Section-5 in Percentage Rate.

2.4.0 Submission, Receipt and Opening of bids

2.4.1 The original bids (Technical bid and Financial bid) shall contain no interlineations or overwriting, except as necessary to correct errors made by the Consultants themselves. The person who signed tender documents must initial such corrections. Letter for acceptance of tender condition should be submitted in the prescribed format of Annexure-II, Section-6.

2.4.2 An authorized representative of the Architect firm/consultant shall sign the Technical & Financial bids. The authorization shall be in the form of a legally enforceable written power of attorney executed on non-judicial stamp paper of appropriate value duly notarized and shall be submitted along with bid.

2.4.3 HPL shall open the Technical bid after the deadline for the submission of tender as per NIT. The Financial bid shall remain securely stored.

2.4.4 The evaluation of bids shall be done as described in the Section-4 for tenders invited on Quality and Cost based System.

2.5.0 Confidentiality

Information relating to evaluation of tenders and recommendations concerning awards shall not be disclosed to the Architect firms/consultants who submitted the tender or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Consultant of confidential information related to the process may result in the rejection of its tender and may be debarred from participating in future tenders.

- Note:**
1. Details of sanctioned letter provided by Client available at Engineering Division at Head Office Jangpura, New Delhi-110014.
 2. All the required documents as per eligibility criteria including the documents required as per list of mandatory documents should be uploaded at tenderwizard portal within time and date mentioned in the NIT.



Section-3

CONDITIONS OF CONTRACT FOR ARCHITECTURAL & ENGINEERING CONSULTANCY SERVICES

HINDUSTAN PREFAB LIMITED

(A Govt. of India Enterprise)

Jangpura, New Delhi-110014

CIN: U74899DL1953GOI002220

Ph- (011) 43149800-899, Fax: (011) 26340365

WEB: www.hindprefab.in, Email: :- hindprefab@gmail.com

CONDITIONS OF CONTRACT

1. Definitions

For the purpose of the agreement, the following words and expressions shall have the meaning hereby assigned to them except where the context otherwise requires:

- a) **Approved** means approved by HPL's Engineer-in-Charge in writing including subsequent confirmation of previous approval and 'Approval' means approval by HPL's Engineer-in-Charge in writing as above said.
- b) **Applicable Law** means the laws and any other instruments having the force of law in India.
- c) **Architect firm /Consultant** mean any private or public entity that will provide the Services to HPL under the Contract.
- d) **Building** shall mean the Construction of proposed building.
- e) **Contract** means the documents forming the tender and acceptance thereof and the formal agreement executed between HPL and the contractor, together with the documents referred to therein including these conditions, the specifications, design brief, basic drawings and instructions issued from time to time by the Engineer-in-Charge and all these documents taken together, shall be deemed to form one contract and shall be complementary to one another.
- f) **Contract Price** means the price to be paid for the performance of the Services, in accordance with Section-5.
- g) **Engineer-in-Charge** means the Engineer as may be duly appointed and authorized in writing by HPL to act as "Engineer-in-charge" on his behalf for the purpose of the contract, to perform the duty set forth in this General condition of contracts and other contract documents.
- h) **Estimated Cost** means estimated cost put to tender for inviting financial bid from the Architect firm/Consultant for Architectural planning, designing , proof checking of design and detailing.
- i) **In writing** means communicated in written form with proof of receipt.
- j) **Language** means all documents and correspondence in respect of this contract shall be in English Language.
- k) **Letter of Award (LOA)/Letter of Intent (LOI)** shall mean HPL's letter or notification conveying his acceptance of the tender subject to such conditions as may have been stated therein.
- l) **Month** means English Calendar month 'Day' means a Calendar day of 24 Hrs each.

m) HPL shall mean HPL , a company registered office at HPL (A Govt. of India Enterprise) Jangpura, New Delhi-110014 CIN: U74899DL1953GOI002220 **Ph- (011) 43149800-899, Fax: (011) 26340365** WEB: **www.hindprefab.in**, Email: :- hindprefab@gmail.com or its Administrative Officers or its engineer or other employees authorized to deal with any matter with which these persons are concerned on its behalf.

n) **Owner/Client** means the Government, Organization, Ministry, Department, and Society, Cooperative etc. which has awarded the work / project to HPL and on whose behalf HPL is entering into the contract and getting the work executed.

o) **Site** shall mean the site of the contract/Architectural works including any building and erection thereon and any other land adjoining thereto (inclusive) as aforesaid allotted by HPL or the Engineer for the contract's use.

p) **Services** means the work to be performed by the Consultant pursuant to this Contract, as described in Bid Document.

q) **Sub-Consultants** means any person or entity to whom /which the Consultant subcontracts any part of the Specialised Services.

r) **Writing** means any manuscript typed written or printed statement under or over signature and/or seal as the case may be.

s) Words imparting the singular meaning only also include the plurals and vice versa where the context requires. Words importing persons or parties shall include firms and corporations and organizations having legal capacities.

t) The headings in the clauses/conditions of contract are for convenience only and shall not be used for interpretation of the clause/ condition.

2.0 Scope of Work:

HPL would furnish the requirements and area schedule for various functions to the Architect firm /Consultant, the Architect firm/Consultant shall, there upon, render the following services and deemed to be included in their quoted price unless mentioned otherwise:

I. Preliminary Stage

A. Preliminary Concept Report:

The Consultant shall

- a) Furnish a site evaluation and analysis report with basic approach to Circulation, activity, distribution and interaction and external linkage.
- b) The consultant shall provide the Topographic Survey Drawings & Soil Investigation Report to the HPL. The Consultant is also responsible for collection of any data/information which he may

need for his design from any relevant source including (but not limited to) statutory bodies, Power Distribution companies Flood Control Department, Irrigation Department, MET Department etc.

c) Report on identification of Ultimate disposal point, intermediate rain water harvesting system and Source/availability of electricity, water and other services.

d) In case of project requirement or as per the requirement of MOEF/State Govt. authorities, the consultants shall Conduct Environmental Impact Assessment (EIA) & furnish preliminary report on environmental impact of the project and finalize it after discussion with the client clearly outlining the measures required for mitigating the adverse impact. Environment Clearances from MOEF/State Govt. Authorities, etc. shall be obtained by the Consultant.

e) Prepare site plan (layout plan) showing contours, features and services and facilities available, general layout of buildings and services, preliminary sketch and design with drawing, giving details of useful areas, services areas, circulation area and total plinth area identifying soil condition, climatic condition and preliminary estimate to provide information in respect of magnitude of work and its component and service and cost of all such items involved. The Architect firm/Consultant should submit the preliminary design and design basis Report and modify it if considered necessary by HPL. Site inspections for finalization of above details shall be conducted by the Architect firm/Consultant.

f) Prepare plinth area rate estimate as per CPWD norms. The estimate shall also include the non-PAR items on prevailing market rate along with justification, specification.

g) Obtain the approval of HPL /client of (e & f) above and supply 6 copies of approved site plan (Layout Plan).

h) Preparation & submission of models (in the desired scale) and perspective views of the complete scheme as per requirement of HPL /Client.

i) The consultant shall prepare and give presentations on the schemes as and when required by HPL /Client and shall incorporate the changes desired by HPL / Clients without any extra cost.

B. Preliminary Planning:

a) Prepare Master Plan of entire complex/site and its approval from all statutory authorities.

b) The Consultant shall coordinate between various state agencies and other stakeholders in order to incorporate requirements and considerations. The Consultant shall coordinate preliminary design of all components of proposed structures with other agencies.

c) Preliminary planning of all internal and external utility services like water supply, sewerage, storm water drainage, electrical, HVAC (Heating, Ventilation and Air-conditioning) Fire Alarm & Fire-fighting appliances acoustics, telephone conduit, street/compound lighting landscaping, Rain water harvesting, development plans showing roads, paths, parks, paved areas, drains, culverts, compound walls, external lighting, Electrical sub-station, DG sets, Lifts, interior design and graphic signage, security system, telecommunication system etc. indicating scope, specifications and costs separately

of such sub-head. The scope of work shall be as defined above, however, HPL reserves the right to exclude any of the above services from the scope of the Consultants' work.

d) Collection of all data regarding existing services in the area like Sewer, Power, Water supply, Metro, Rail/ Roads.

e) Integration of Site Services with existing services in the area like Sewer, Power, Water supply, Metro, Rail/ Roads. This requires liasoning with statutory authorities.

f) Prepare the DPR covering the following:

i) Detailed Architectural & flowchart drawings.

ii) The Consultant shall prepare a Design Basis Report for all components including services that are part of this agreement. The Consultant shall identify necessary existing conditions, soil condition, climatic condition and usage requirement in considerations while formulation the design basis report.

iii) The Consultant shall provide Detailed Technical Specification of each work as a part of the Preliminary Design Report which will act as a reference for the Contractor(s) to carry out detailed design activities.

iv) Bills of quantities based on preliminary design of various components duly priced along with take-off sheets. All estimates shall be prepared on the basis of Central/state schedule of rates, norms wherever applicable and on the basis of market rate analysis where Central/state schedule of rates etc. are not applicable. These estimates should be comprehensive and should include all items as per drawings and specifications. Detailed analysis for the item not included in state schedule of rates/DSR etc. shall have to be submitted.

v) The Consultant may include provision for physical and price contingencies, interest during construction and other financing costs, pre-construction expenses etc. The Consultant shall prepare the Cost estimates and Bow for the purpose of assistance in tendering process for contractor(s). The Consultant shall be responsible for accuracy of the BoQ items. The consultant shall supply six copies of the same with the preliminary drawings to HPL.

g) Submit market rate analysis for Non Schedule Items supported with Quotations.

h) Submit the proposal to local body complete as per requirement of local bodies including preparation of Model/Presentation of Model etc. if any.

i) Obtain the approval of layout plan & drawing from the competent authority, statutory body, if necessary, according to the local Acts, laws, Regulations etc. and make any changes desired by such authorities. The approved/modified layout plan and drawings are to be submitted to HPL.

j) The consultant will incorporate eco-friendly building materials like fly ash bricks, low VOC paints energy efficient equipment & fixtures etc. as per prevailing government rules.

k) to prepare & submit required set of Tender Documents to call tender on EPC/ Design & build basis for appointment of Contractor, Scope of work, Tender Drawings, BOQ, Estimates, Specifications,

Design Basis Report, Stage Payment schedule, Schedule of Finishes, List of makes etc. The payment schedule shall include all the items of work which are required to be executed as per the scope of work of the project.

l) Preliminary Electrical/Mechanical Drawings/ Design Calculations for all the components of the schemes including getting approvals from the concerned authorities.

m) Detailed Technical specifications for all the non-scheduled items proposed in the schemes.

n) Any other drawings/information's/details required for completion and execution of work but not mentioned above.

o) The consultant shall discuss all the points/shortcomings/new requirements, if any with the Local bodies/ Govt/ Authorities/ HPL /State/Central Govt. and shall take their concurrence on all the observations.

p) If any new component is to be added to the scheme, the consultant shall collect all the data, shall get done all the surveys/investigations/tests required for the planning/designing of additional component and nothing extra shall be payable on this account.

q) Undertake site visits or to attend meetings to collect details/data/information required for planning purposes, holding necessary discussions with HPL /Clients representatives/local bodies and obtaining requirements of the Project and attending meetings with officials of Local bodies/Govt. Authorities/State/ HPL /Central Govt. or any other agency, as and when required.

r) Preliminary Design Services are required for reviewing the alignment, locations, construction methodology, finalize packaging of civil work and other works, prequalification of contractor for civil works, preparation of tender documents for civil and other works including preliminary designs and bid process management.

s) Interaction and Coordination with Client team on preliminary designs and tender documents etc.

t) Preliminary designs for civil work must be consistent with system designs and be good for tender document. This will cover all scope as defined in tender documents including Estimation of cost of all packages/works.

II Working Drawing Stage:

The preparation of detailed working drawings with details incorporating services and schedule of quantities. This will include:

- a) Preparation of Design basis Report including working and detailed architectural drawings and detailed estimate as per the latest Delhi Schedule of Rates of CPWD(DSR) or any other Standard Schedule orates (SOR) for civil work, electrical works and CPWD specifications for civil works, General specifications for electrical works Part I(Internal), Part II (External), Part III (Lifts and escalators), Part IV(Substation), Part V (Wet riser and sprinklers system), Part VI (HVAC works), Part VII (DG sets) and other CPWD specifications for services like substation, Air conditioning etc. for all items of the above work, including internal and external utility services, along with details of quantities (Bill of quantities), supporting calculations and Preliminary structural design / for whole of the work or in part of to facilitate call of tender in stages by HPL.For items not covered by the schedule of rates the

Architect/Consultant would provide details specifications, description of the item and market rates.

- b) To prepare & submit good for construction architectural drawings & visit the sites of work regularly as per requirement of Local bodies Authorities/ HPL /State/Central Govt. to solve the problems of site & issue necessary clarifications/details of the Project.
- c) Analysis of rates for Schedule and non-schedule items on current market rates of materials, labour and POL.
- d) Obtaining approval of local authorities and make changes required by them, if any
- e) Preparation & submission of Detailed specifications & list of makes for all the equipments to be installed at site.
- f) Structural designs of various components of buildings / structures provided by contractors shall be proof checked by the Engineering consultant on behalf of HPL. He shall also sign over the Good for construction structural/MEP/Services drawings. The proof check shall be done by Govt. Technical Institution of repute.

III. Construction Stage:

- a) The Consultant shall provide all technical assistance in providing any further clarifications, details, designs and drawings required by the contractor(s) during the Detailed Design Stage and address any queries raised by the contractor(s) for all components & services/utilities. The Consultant shall act as an interface or coordination agency between Client and the contractor(s) during the handholding period for the Detailed Design Stage.
- b) The Consultant shall review and approve Detailed Design and GFCs prepared by the contractor(s) and ensure that all the preliminary design aspects and parameter have been adhered to.
- c) Supply to HPL Six copies of the detailed working architectural drawings free of charge for use during execution of work.
- d) Supply to HPL such further drawings, specifications or details which may be required for proper execution of work.
- e) Obtaining approval from any statutory body/local Govt. Body like Pollution Control Board, Environmental clearance etc. as applicable to this project for execution of work or for designs/drawings of the scheme.
- f) Obtain HPL's approval for any material deviation in design, cost, working drawings, schedule and specifications from the approved scheme.
- g) Carrying out all modifications /deletions /additions / alterations /in design/drawing/documents as required by Local Bodies Authorities/State / HPL /Central Govt. or any other authorities as applicable for proper execution of works at site till completion and handing over of the project to the client.

- h) Provide BOQ, Specifications, detailed analysis for any extra /substituted items and its justification.
- i) Undertaking site visits or to attend meetings during execution of the project to ensure adherence of execution as per detailed drawings and specifications, including sorting out problems and issue necessary clarifications at site including preparation & submission of additional drawings and details for proper execution of work at site shall have to be borne by the consultant and shall be covered within his quoted/negotiated fees and nothing extra shall be payable on this account. After each site visit the Architect should confirm that the work is being executed as per drawings & specifications and deviations if any shall be brought to the notice of HPL. The authorized representative has also to attend site meetings as and require without any extra cost.

IV. Completion Stage:

- a) Obtaining completion and occupation certificates, wherever necessary from the local bodies after completion of work and inspection by Municipal/Fire/Electrical Inspectors and supply the same to HPL. For this purpose, any assistance required from HPL / its Contractor will be extended to the consultant. Any statutory fee payable to local bodies for issue of completion certificate shall be borne by HPL.
- b) Prepare completion drawings; including 1:100 scale plans elevations and cross sections etc. indicating the details of the building and all internal and external services as completed and supply 4 sets of completion drawings to HPL and also hand over the original of the completion drawings to HPL. The changes, if any during the execution of work will be intimated by HPL to the consultants for preparation of above drawings.
- c) Preparation & submission of completion reports, Operation & maintenance manual, completion of as built drawings and documents for the project as required and acceptable to HPL and Clients/local bodies/or any other authorities applicable including getting 'completion certificate' from concerned authorities, if required.
- c) Assist HPL in Arbitration/Litigation case(s) that may arise out of the contract entered into, in respect of above work, regarding clarifications/interpretations, supply of drawings, designs, specifications as and when required. The consultants' role will be limited to these clarifications only and unless specifically required by Arbitrator/Court, he shall not be required to participate in actual Arbitration/Litigation proceedings.

3.0 Payment of Remuneration:

1.1 Remuneration

The fee includes planning, preliminary designing and periodical supervision during construction of the project, travel expenses towards periodical supervision, for attending meetings with HPL/Clients/ visits to local authorities, etc. by the Consultant and or by their technical persons.

(a) The Consultancy Fee:

HPL agrees to pay the Architect firm/Consultant fees for the professional services to be rendered by them as herein above described at 2(I), II, III,& IV in clause - 2 “Scope of Work” of section-3.

The payment of fee to the Architect firm/consultant shall be restricted to the project cost. For the purpose of payment of fees, the project cost shall be lowest of the following:

1. The actual cost of the project on completion; or
2. DPR /preliminary cost approved by HPL /Client; or
3. Estimated cost of the project put to tender.

The actual completion cost of the project or DPR /preliminary cost approved by HPL /Client or Estimated cost of the project put to tender shall not include the following:

- Cost of land, if any.
- Payment to statutory bodies/local authorities/Green Building Certification Authorities/State/Central Government.
- Any fee, deposit and payment towards services rendered by local Authorities/State/Central Govt.
- HPL agency charges.
- Contingencies charges
- Escalation in tendered cost of work due to variations in the cost of labour, material, specifications etc. shall not be paid
- Extra/substituted items, deviations (plus/minus)

(b) The above fee at 3.1 (a) is inclusive of fee payable by the consultant to any other consultant/Associate(s) and nothing extra shall be payable by HPL for this purpose.

4.0 Mode of Payment:

i) Milestone payment schedule for various activities are as under:

Stag	Description of Work	Percentag
1.	Preparation and approval of preliminary scheme and estimates and obtaining statutory/ local body/municipal approvals.	5%
2.	Preparations of detailed drawings and estimates, then approval of HPL & Owner.	5%
3.	Soil Testing /Topographical Survey	5%
4.	Structural vetting from Govt. Institution of Repute with approval of Engineer In-charge	5%
5.	Preparation of full tender documents, issue of NIT & award of works to executing agencies for construction works & approval from all Client/Statutory Authorities & submission of 6 Set of Good for Construction drawings. Based on percentage of value of work done against total project cost excluding deviation/Extra items.	10%
6.	During execution of work by contractors/ vendors (on pro-rata basis) commensurate with the value of work executed, etc. including monthly site visit and also visit as & when required for timely execution of work.	25%
7.	After successful completion & taking over of project and on acceptance by Owner and on submission of as-built Completion drawings.	20%
8.	Final handing over, Certificate and approval from Local/Statutory authorities.	20%
9.	On Completion of Defect Liability Period.	5%

Note:-

1. The part payment against above stages on part completion of required scope of work under a particular stage can be released as per decision of Engineer in-charge by mentioning the reasons for the same.
2. All the payments due to the consultant shall be made online and no cheques/ draft shall be issued.
3. (i) The tender is being invited on “**No Cost No Commitment Basis**”. If because of any reason / circumstances, the project does not take off, no payment shall be made to the A&E Consultant and Consultant shall not have any claim what so ever.
(ii) All the documents including other documents as per NIT should be uploaded at tenderwizard portal within time and date mentioned in the NIT.
(iii) The agency has to visit different site for collecting data's before preparation of DPR documents at his own cost.
(iv) In case the work quantum as already stipulated in this NIT increased and same design is proposed for the increased quantum rate of consultancy will be the half of quoted rates for original work.

5 Additions, Alterations and Variation:

i. HPL shall have the right to request in writing for additions alterations, modifications or deletions in the design and drawing of any part of the work and to request in writing for additional work in connection therewith and the consultants shall comply with such requests without any extra cost.

No extra payment shall be made to Consultant by HPL on account of such Additions & Alterations as enumerated above, provided the total built up area remains same.

ii. The consultant shall not make any material deviation, alteration, addition to or omission from the work except without first obtaining the written consent of HPL.

5.1 If the work in full or part is withdrawn from HPL by the Client, the same shall be withdrawn from the scope of consultant and proportionate consultancy fee shall be paid only upto the stage for which the consultancy work has been completed subject to if it has been paid to HPL by Client and the consultant shall have no further claim whatsoever on this account on HPL /Client.

5.2 If any additional works are awarded by the client, and if HPL desires, the consultant shall carry out additional work. However, this will be considered subject to the satisfactory performance of the consultant and the consultancy fee shall be calculated as per payments decided by HPL /Client and the consultant shall have no further claim whatsoever on this account of HPL /client.

5.3 Notwithstanding anything stated anywhere else, the milestone linked payment to the consultant as per table under Clause 4.0(i) shall be payable subject to the condition of project getting sanctioned from the clients only. However, in case the project is not sanctioned by the client, the payment liability of HPL to the consultant shall be limited to the extent as provided in the Clause 4.1 mentioned above and no claim, whatsoever of the consultant shall be admissible in this regard.

6.0 Taxes and duties

6.1 The contract price is inclusive of all taxes, duties, GST, cess and statutory levies payable under any law by the consultant in connection with execution of the contract. The contract price will be adjusted prospectively for any increase/decrease in the GST rate on works contract notified by Government of India.

6.2 Notwithstanding anything contained in clause 6.1 the consultant shall ensure payment of appropriate tax on the supplies made under the contract. The consultant shall take registration under the applicable enactment levying tax on supply of goods or services under the contract and issue invoice having all the particulars prescribed under the applicable provisions of the law, including description of goods/services, rate and amount of tax paid or payable on the supplies made under the contract, so that HPL can avail credit of such tax, wherever applicable. The consultant shall comply with all applicable provision of Goods and Service Tax (GST)levied by Union Government and State Governments (CGST, UTGST, SGST and IGST). The consultant shall get himself registered and discharge his obligations for payment of taxes, filing of returns etc. under the appropriate provisions of law in respect of all the tax, duties, levies, cess, etc. HPL would have right to seek necessary evidence that the consultant is registered under the law and duly discharging its obligations under the tax law, enabling HPL to avail input tax credit.

6.3. In case any law requires HPL to pay tax on the contract price on reverse charge basis, the amount of tax deposited by HPL would be considered as paid to the consultant and, accordingly, the price payable to the consultant would stand reduced to that extent.

6.4. In case the consultant does not deposit the tax payable on execution of the contract, or has not provided the tax invoice to HPL showing the amount of tax, or has not uploaded the document in computerized tax network as per prevailing law, leading to non-availability of inputs credit of the tax to HPL, the amount equivalent to such tax shall be deducted from the contract price.

6.5. Stamp duty and registration charges, if any, payable on the executed contract document, shall be borne by the consultant.

6.6. Tax deduction at source, if any, shall be made by HPL as per law applicable from time to time from the amount payable to the consultant.

6.7 The consultant has to register himself in GST Act as per applicable law and submit the details as per annexure-XIII under Section-6.

7.0 Performance Security/ Guarantee

7.1 For the due performance of the contract in accordance with the terms and conditions specified, the consultant shall on the day or before signing the contract which shall not be later than 45 (Forty five) days of the issue of the Letter of Award/ Letter of Intent, furnish performance security / Guarantee on the Performa of HPL . from a Nationalized/Scheduled Bank to the extent of 5% of the value of total consultancy fees of consultant (at this stage it shall be worked out considering the estimated project cost). The Bank Guarantee shall remain valid till stipulated time for completion of work plus 90 days. The EMD paid by the Consultant shall be returned to the consultant after receipt of Performance Guarantee.

7.2 The Bank Guarantee shall be in favour of HPL, payable at New Delhi. The Bank Guarantee should be (in the prescribed format of HPL as per Section-6) issued from any Nationalized Bank /Scheduled Bank.

7.3 It is expressly understood and agreed that the performance security is intended to secure the performance of entire contract. It is also expressly understood and agreed that the performance security is not to be construed to cover any damages detailed/ stipulated in various clauses in the Contract document.

7.4 The performance security will be discharged by HPL and returned to the Architect firm/consultant after successful physical completion of the project at site and submission of completion drawings and documents to HPL and statutory bodies.

7.5 HPL reserve the right of forfeiture of the performance guarantee in additions to other claims and penalties in the event of the consultant's failure to fulfill any of the contractual obligations or in the event of termination of contract as per terms and conditions of contract.

7.6 Should the stipulated time for completion of work, for whatever reason be extended, the consultant, shall at his own cost, get the validity period of Bank Guarantee in respect of performance security furnished by him extended and shall furnish the extended / revised Bank Guarantee to HPL before the expiry date of the Bank Guarantee originally furnished.

8.0 Retention Money

5% of the fee payable to the consultant shall be retained from each running bill as “Retention Money”, in addition to the performance guarantee. The retention money will be discharged by HPL and returned to the Architect firm/consultant after successful physical completion of the project at site and submission of completion drawings and documents to HPL and statutory bodies and after completion of Defect Liability Period of the Contractor. HPL reserve the right of forfeiture of the performance guarantee in additions to other claims and penalties in the event of the consultant’s failure to fulfill any of the contractual obligations or in the event of termination of contract as per terms and conditions of contract.

9.0 Completion period:

a. The overall completion period for the execution of this project from the date of commencement of work shall be mentioned in NIT.

b. If at any stage, the Project has been delayed by the acts of Client/funding authorities or by the deployed contractor for the work, nothing extra shall be payable to the consultant. However suitable extension of time for completion of work shall be granted accordingly.

c. Escalation/Price Variation

No claim / additional fees on account of any price variation/Escalation on whatsoever ground shall be entertained at any stage of works. Quoted fees shall be firm and fixed for entire contract period as well as extended period for completion of the works.

10.0 Commencement of Work:

The commencement of work will be considered from 3rd day of issuance of LOA. The architect/Consultant has to submit detailed program of the work as per the below mentioned guidelines within 10 days from the date of commencement of the work. The time schedule submitted by the architects shall include time for obtaining required approvals, completion certificated. from local bodies. However, if delay is caused by the local bodies beyond reasonable control of the consultant, the department may consider such delays favorably.

11.0 Compensation for Delay:

The time allowed for carrying out the work as specified in clause 9.0 (a) shall be strictly observed by the consultants and shall be deemed to be the essence of the contract on the part of the consultants. The work shall throughout, the stipulated period of the contract, be processed with all diligence. The Consultant will be required to complete the entire job within stipulated time. No extension of time for completing the same shall be given owing to any variations made in the works by the orders of the

clients, unless the clients in consequences of such variations extends the time allowed to HPL for the completion of the works. In case the Consultant fails to complete the work within the Contract period or extended period as above owing to reasons attributable to Consultant, liquidated damages @ 1% per week of the total fees subject to a maximum of 10% of the total fees payable shall be levied on the Consultant. HPL shall be entitled to deduct such damages from the dues that may become payable to the consultant. If the work is held up at site due to non availability of Drawings/Specifications/Other Details as per mutually agreed schedule penalty, proportionate to the value of the work which is held up, shall be imposed on the consultant.

12.0 Abandonment of Work:

- i) That if the consultant abandons the work for any reason whatsoever or become incapacitated from acting as consultants as aforesaid, HPL may make full use of all or any of the drawings prepared by the consultants and that the consultants shall be liable to refund any excess fees paid to them up to that date plus such damages as may be assessed by HPL.
- ii) If at any time after start of work, the client decides to abandon or reduce the scope of work for any reason whatsoever and hence not required the whole or any part of the works to be carried out, HPL shall give notice in writing to this effect to the Consultant and the consultant shall have no claim for any payment of compensation, or otherwise whatsoever, on account of any profit or advance which he might have derived from the execution of works in full but which he did not derive in consequence of the foreclosure of the whole or part of the work.

13.0 Termination:

HPL without any prejudice to its right against the consultants in respect of any delay or otherwise or to any claims or damages in respect of any breaches of the contract and without prejudice to any right or remedies under any of the provisions of this contract may terminate the contract by giving one month's notice in writing to the consultants and in the event of such termination, the consultants shall be liable to refund the excess payment, if any, made to them over and above what is due in terms of this agreement on the date of termination. HPL may make full use of all or any of the drawings prepared by the consultants.

In case due to any circumstances, HPL decides to curtail the scope of work or totally abandon the work, the payment to the consultants would be made based on Clause 3.0 above and approved preliminary estimate or estimated cost or awarded cost whichever is less up to the stage of work executed by him immediately before taking such a decision, provided equivalent payment is made by the client to HPL.

14.0 Number of Drawing Sets etc. and Copyright:

The Consultant shall supply free of charge to HPL, the adequate no. as specified elsewhere of following documents in soft as well as hard copy.

- i) Detail Project Reports with coloured drawings.
- ii) All the Drawings and estimates to be submitted to clients.

iii) All working architectural drawings for all the components (Good for Construction Drawings).-Six Sets

iv) Detailed estimates and rate analysis of all works.

v) Completion drawings and detailed documents.

vi) Tender documents/tender drawings as per HPL requirements.

vii) As built drawings after completion of project.- Six Sets

The Consultant shall supply free of charge to HPL all the estimates, details of quantities (BOQ), reports and any other details envisaged under this agreement, including architectural drawings as indicated above. Any extra sets of drawings, if required HPL shall be supplied at mutually agreed cost. All these drawings will become the property of HPL. The drawing cannot be issued to any other person, firm or authority or used by the consultants for any other project. No copies of any drawing or document shall be issued to anyone except HPL and authorized representative of HPL.

15.0 Determination or Rescission of Agreement:

HPL without any prejudice to its right against the consultant in respect of any delay by notice in writing absolutely may determine the contract in any of the following cases:

i. If the consultants being a company shall pass a resolution or the court shall make an order that the company shall be wound up or if a receiver or a manager on behalf of the creditor shall be appointed or if circumstances shall arise which entitle the court or creditor to appoint a receiver or a manager which entitles the court to make up a winding order.

ii. If the consultants commit breach of any of the terms of agreement. When the consultants have made themselves liable for action under any of the clauses aforesaid, HPL shall have powers a) to determine or rescind the agreement b) to engage another consultant(s) to carry out the balance work at the risk and cost of the consultant and debiting the consultant(s) the excess amount, if any, so spent . In case contract of consultant is determined, the performance Guarantee and Security Deposit of the consultant shall stand forfeited. The decision of HPL in this regard shall be final and binding on the consultant.

16.0 Responsibilities for Accuracy of Project Proposals

a. The Consultant shall be responsible for the accuracy of the technical / financial data collected and the designs, drawings, quantities and estimates prepared by him as a part of the project. He shall indemnify HPL & Client against any inaccuracy in the work, which might surface out at the time of ground implementation of the project. In such an eventuality, the consultant will be responsible to correct the drawings including re-investigations etc. as required without any extra cost implication on HPL.

b. The Consultant shall fully indemnify HPL from and against all claims and proceedings for or on account of any infringement of any patent right, design, trade mark or name or other protected rights

in respect of any construction plant, machinery work or material used for or in connection with the work or temporary works.

c. HPL reserves the right to award the work of one or more sectors/area to one or more consultant. Nothing extra shall be paid on this account. Further the payment of consultancy fees shall be regulated as mentioned under the Clause 4.0 “Mode of Payment”.

17.0 Force Majeure Clause

Consultant/Consultancy Firm shall be granted extension of the completion date without any financial repercussion to cover the delay caused by the circumstances viz. incidence of war, invasion, revolution, sabotage, work shutdown imposed by Govt. agencies or legislature or other authorities, act of God, epidemics, fires, earth quakes, floods explosions, accidents, sea navigation blockages or any other acts or events whatsoever which are beyond the control of HPL and which shall directly or indirectly prevent completion of the works within the time specified in the agreement. This Force Majeure Clause shall be applicable only if extension of the completion date is granted to HPL by client.

18.0 Withholding and Lien of Payment

Whether any claim or claims for payment of money arises out of or under the contract against the Consultant, HPL shall be entitled to withhold and also to have a lien to retain in whole or in part, the security deposit, performance guarantee and or to withhold and have a lien to retain in part or in full the payments due to the consultant, or any claims of the consultant, so as to cover the claimed amount till the claim arising out of or under the contract is determined by the competent court.

19.0 Jurisdiction

The agreement shall be governed by the Indian Law for the time being in force and the Courts in Delhi alone will have jurisdiction to deal with matter arising there from.

20.0 General:

1. The scrutiny of the drawing, and designs by HPL’s own supervisory staff, if any, does not absolve the Architects of their responsibility under the agreement. The Architects shall remain solely responsible for structural soundness of the design and other services for all provisions of the contract so as to satisfy the particular requirement of the Architectural specifications.
2. The Architect firms/Consultant shall supply to HPL copies of all documents, instructions issued to Architect firms/Consultants, if any, relating to the work, drawings, specifications, bill of quantities and also other documents as may be required.
3. The Architects hereby agree that the fees to be paid as provided herein (clause 3.0) will be in full discharge of function to be performed by him and no claim whatsoever shall be against HPL in respect of any proprietary rights or copy rights on the part of any party relating to the plans, models and drawings.

4. While providing consultancy services, the consultant shall ensure that there is no infringement of any patent or design rights and he shall be fully responsible for consequences/any actions due to any such infringement. Consultant shall keep HPL indemnified all the times and shall bear the losses suffered by HPL in this regard.

5. Consultant shall appoint and notify a team of two senior officials of his organization as nodal officers to represent the consultant in all the meetings/presentations with Local Municipal Corporation Authorities/State/ Client / HPL /Central Govt. or any other agency.

6. All designs and drawings shall be the property of HPL. The name and logo of HPL shall be predominantly displayed on all the drawings and documents. The consultant shall not put his name or firms name on any of the documents/drawings on the DPR. The name of consultant shall be written as Associate Consultant on all drawings/documents only after DPR is approved from all the concerned authorities.

7. The originals of approved completion drawings shall be on good quality reproducible tracing paper and soft copy of all the drawings & design shall have to be given on compact disc (CD). The proprietary rights of all the design shall remain with HPL.

8. The consultant shall be required to sign an Agreement with HPL within 15-days of the receipt of LOA based on these terms & conditions.

9. Recovery/Penalties can be recovered from the consultancy fee/EMD/BG of the other works that the consultant is doing or would be doing for HPL at that time.

21.0 FORECLOSURE OF CONTRACT BY HPL /OWNER

If at any time after the commencement of the work HPL shall for any reason whatsoever if required to foreclose the work or is not require the whole work thereof as specified in the tender to be carried out, the Engineer-in-Charge shall give notice in writing of the fact to the consultant, who shall have no claim to any payment of compensation whatsoever on account of any profit or advantage which he might have derived from the work in full, but which he did not derive in consequence of the foreclosure of the whole or part of the works.

22.0 SUSPENSION OF WORKS

(a) The consultant shall, on receipt of the order in writing of the Engineer-in-charge, suspend the progress of the works or any part thereof for such time and in such manner as the Engineer--in-charge may consider necessary for any of the following reasons:

i) On account of any default on part of the consultant, or

ii) For proper execution of the works or part thereof for reason other than the default of the consultant,

or

iii) If the work is partly or fully abandoned/suspended by HPL /clients for any reasons The consultant shall, during such suspension, properly protect and secure the works to the extent necessary and carry out the instructions given in that behalf by the Engineer-in-charge.

(b) If the suspension is ordered for reasons (ii) and (iii) in sub-Para (a) above.

i) The consultant shall be entitled to an extension of the time equal to the period of every such suspension plus 25%. No adjustment of contract price will be allowed for reasons of such suspension.

ii) In the event of the consultant treating the suspension as an abandonment of the Contract by HPL, he shall have no claim to payment of any compensation on account of any profit or advantage which he may have derived from the work in full or part.

Section-4
CRITERIA AND
EVALUATION
(FOR TENDERS INVITED ON
QUALITY AND COST
BASED SYSTEM)

Section-4

CRITERIA AND EVALUATION

(For tenders invited on Quality cum cost based System) The detailed criteria for evaluation of tenders invited on Quality and Cost based system shall be as under:

1.0 Technical Evaluation:

1.1 Design Concept Presentation

To become eligible for Technical Evaluation, the bidder must meet the minimum eligibility criteria as prescribed in NIT. Under this stage, the tenderers short listed after meeting the minimum eligibility criteria, shall be invited for participating in the design concept Competition by way of presentation before the Committee constituted for the purpose by HPL. The Architect firm/Consultant shall bring Soft & hard copy of their Design concept and related details at the time of presentation. The concept design shall incorporate all the parameters as mentioned below under Evaluation Criteria. The time and venue for presentation will be intimated separately. The committee shall evaluate the presentation on design concept and would assign the marks independently and then the assigned marks would be averaged out. The consultant shall have no right to challenge the marks assigned by the individual member of the committee and, individual member of the committee shall have no liability to applicant in this regard. No correspondence would be entertained challenging or contesting the marking by the individual member of the committee. The committee shall evaluate the design concept of consultants by applying the evaluation criteria, sub-criteria, and point system as stipulated here in under. Evaluation Criteria of the Design Concept Presentation

A.	Master Planning & Zoning	25 Marks
1.	Cost effective Site Utilization & Grouping of Functions, Economical design.	10
2.	Site Orientation: Massing (Compactness), Circulation (integration), Landscape blending with existing profile	15
B.	Design Concept Planning	50 Marks
1	Aesthetics, Environmental friendly considerations like use of environment friendly materials, etc., Green Building Features, Disaster resistant methods / Technologies, Infrastructure for persons with disabilities.	25
2.	New Technologies (other than conventional Technologies) and New/ Materials & Finishes (other than conventional materials) proposed to be used in the Project. The proposed new technology (ies) should demonstrate the time and /or cost effectiveness.	17
3.	Innovative Modern and/or Contemporary, State of the Art Architectural features.	8

C. Presentation		25 Marks
1.	Knowledge of Building Bylaws and Statutory Requirements of respective local bodies/Municipalities, etc for which the bidder should visit the site (s) before submission of Bid.	10
2.	Overall Presentation, Interpretation of Design Concept, Interaction on concept and response to queries of the committee members.	15
	Total Marks	100 Marks

The bidders securing 75% & above marks in Design Concept Presentation will qualify for Opening of Financial Bid.

Technical score of Design Concept Presentation shall be “St” as under:

St = Total marks of bidder in Design Concept Presentation

2.0 Final Evaluation of Bid

The final selection shall be based on QCBS i.e Quality and Cost based Selection.

The Financial bid of those tenderers whose documents are found to be in order and who qualify in Technical evaluation i.e. Design concept presentation will be opened at 5 PM on the date of the Design Concept Presentation. If the Financial Bids are not opened on the date of Design Concept Presentation next date of opening of financial bid will be informed to the bidders by Fax / E mail.

The lowest Financial Bid (Fm) will be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Bids will be determined using the following formula:

$$Sf = 100 \times Fm/F;$$

In which Sf is the financial score, Fm is the lowest Financial Bid, and F is the Financial Bid under consideration.

Bids will finally be ranked in accordance with their combined technical (St) and financial (Sf) scores:

$$S = St \times Tw + Sf \times Fw;$$

Where S is the combined score, and Tw and Fw are weights assigned to Technical Bid and Financial Bid that will be 0.70:0.30 respectively.

The bidder achieving the highest combined technical and financial score will be considered to be the successful Applicant and work shall be awarded to the bidder.

Section-5

FINANCIAL PROPOSAL

Signature of Tenderer

Signature of HPL

Financial Bid

“Please refer Excel format file attached with the NIT”

Section-6

FORMATS & ANNEXURES

HINDUSTAN PREFAB LIMITED

(A Govt. of India Enterprise)

PROFORMA OF BANK GUARANTEE IN LIEU OF E M D (BID BOND)

**(Judicial Stamp paper of appropriate value as per Stamp Act - of
respective state)**

HPL, (Address as mentioned in Notice Inviting Tender)

In consideration of HPL, having its Registered Office at HPL, (hereinafter called "HPL" which expression shall unless repugnant to the subject or context include its successors and assigns) having issued Notice Inviting Tender No..... and M/s..... having its Registered Head Office at..... (hereinafter called the "TENDERER") is to participate in the said tender for.....Whereas HPL, as a special case, has agreed to accept an irrevocable and unconditional Bid Bond Guarantee for an amount of Rs..... valid up to.....from the tenderer in lieu of Cash Deposit of Rs.....required to be made by the tenderer, as a condition precedent for participation in the said tender. We the.....(hereinafter called the "BANK") having its Registered, Office at..... and branch office at..... do hereby unconditionally and irrevocably undertake to pay to HPL on demand in writing and without demur/protest any amount but not exceeding Rs.....

Any such demand made by HPL shall be conclusive and binding on us irrespective of any dispute or differences that may be raised by the tenderer. Any change in the constitution of the tenderer or the Bank shall not discharge our liability under the guarantee.

We, the..... Bank; lastly undertake not to revoke this guarantee during its currency without the prior consent of HPL in writing and upon expiry of which, we shall be relieved of our liability under this guarantee thereafter.

FOR AND ON BEHALF OF BANK

PLACE :

DATED :

WITNESS.

1.

2.

HINDUSTAN PREFAB LIMITED
(A Govt. of India Enterprise)
PROFORMA OF BANK GUARANTEE (PERFORMANCE)
(Judicial Stamp per Stamp Act - paper of appropriate value as respective state)

HPL, (Address as mentioned in Notice Inviting Tender)

Whereas the HPL (hereinafter called “HPL” which expression shall include its successors and assigns) having awarded a work order/contract / supply order No. dated (herein after called the contract) to M/s.(hereinafter called the Architect / Consultant firm) at a total price of Rs..... subject to the terms and conditions contained in the contract.

WHEREAS, the terms and conditions of the contract require the Architect / Consultant firm to furnish a bank guarantee for Rs..... (Rupees.....) being% of the total value of the contract for proper execution and due fulfilment of the terms and conditions contained in the contract.

We, the Bank, (hereinafter called the “Bank”) do hereby unconditionally and irrevocably undertake to pay to HPL immediately on demand in writing and without protest/or demur all moneys payable by the Architect / Consultant firm to HPL in connection with the execution/supply of and performance of the works/equipment, inclusive of any loss, damages, charges, expenses and costs caused to or suffered by or which would be caused to or suffered by HPL by reason of any breach by the Architect / Consultant firm of any of the terms and conditions contained in the contract as specified in the notice of demand made by HPL to the bank. Any such demand made by HPL on the bank shall be conclusive evidence of the amount due and payable by the bank under this guarantee. However, the Bank’s liability under this guarantee shall be limited to Rs.....in the aggregate and the bank hereby agrees to the following terms and conditions:-

(i) This guarantee shall be a continuing guarantee and irrevocable for all claims of HPL as specified above and shall be valid during the period specified for the performance of the contract.

(ii) We, the said bank further agree with HPL that HPL shall have the fullest liberty without our consent and without affecting in any manner our obligations and liabilities hereunder to vary any of the terms and conditions of the said contract or to extend time for performance of contract by the Architect / Consultant firm from time to time or to postpone for any time or from time to time any of the powers exercisable by HPL against the Architect / Consultant firm under the contract and forbear or enforce any of the terms and conditions relating to the said contract and we shall not be relieved from our liability by reason of any such variations or extension being granted to the Architect / Consultant firm or for any forbearance, act or omission on the part of HPL or any indulgence by HPL to the Architect/Consultant firm or by any such matter or thing whatsoever, which under the law relating to the sureties would, but for this provision, have effect of so relieving us.

(iii) This guarantee/undertaking shall be in addition to any other guarantee or security whatsoever HPL may now or at any time have in relation to the performance of the works/equipment and the company shall have full recourse to or enforce this security in performance to any other security or guarantee which HPL may have or obtained and there shall be no forbearance on the part of the company in enforcing or requiring enforcement of any other security which shall have the effect of releasing the Bank from its full liability. It shall not be necessary for HPL to proceed against the said Architect / Consultant firm before proceeding against the Bank.

(iv) This guarantee/ undertaking shall not be determined or affected by the liquidation or winding up, dissolution or change of constitution or insolvency of the Architect / Consultant firm, but shall in all respects and for all purposes be binding and operative until payment of all moneys payable to HPL in terms thereof are paid by the Bank.

(v) The Bank hereby waives all rights at any time inconsistent with the terms of this Guarantee and the obligations of the bank in terms hereof, shall not be otherwise effected or suspended by reasons of any dispute or disputes having been raised by the Architect / Consultant firm (whether or not pending before any Arbitrator, Tribunal or Court) or any denial of liability by the Architect / Consultant firm stopping or preventing or purporting to stop or prevent any payment by the Bank to HPL in terms hereof. We, the said Bank, lastly undertake not to revoke this guarantee during its currency except with the previous consent of HPL in writing upon expiry of which, we shall be relieved from all liabilities under this guarantee thereafter.

Signed this day of at.....

For and on behalf of Bank

WITNESS.

1. _____

2. _____

AGREEMENT FORM

This agreement made this day of -----(Month)----- (Year)-----,between the HPL Registered Office at HPL (hereinafter referred to as the “HPL” which expression shall include its administrators, successors, executors and assigns) of the onepart and -----(hereinafter referred to as the “Consultant” which expression shall unless the context requires otherwise include its administrators, successors, executors and permitted assigns) of the other part.

WHEREAS, HPL, has desirous of construction of “-----” (hereinafter referred to as the “PROJECT”) on behalf of the ----- (hereinafter referred to as “Client”) as Project Management Consultant (PMC), had invited tenders as per Tender documents vide NIT No. ----- -- Date ---- ----and Corrigendum No. -----& Amendment No. -----dated ----- uploaded on website for Engaging Architects / Architectural Firms for Architectural planning, Designing and Detailing ---- -----.

AND WHEREAS ----- had participated in the above referred tender vide their TECHNICAL & Financial Bid ----- dated ----- and subsequent clarifications vide letter ----- dated ----- -- in response to HPL’s letter No. ----- dated -----.

HPL has accepted their aforesaid tender and awarded the contract for Consultancy Services for Architectural planning, Designing and Detailing of ----- vide Letter of Award No. ----- dated -----which have been unequivocally accepted by ----- ----vide their acceptance dated ----- .

NOW THEREFORE THIS DEED WITNESSETH AS UNDER:

ARTICLE 1.0 – AWARD OF CONTRACT

1.1 SCOPE OF WORK

HPL has awarded the contract to -----for the work of Architectural planning, Designing and Detailing of ----- as per contract document defined in Article 2.0 below. The award has taken effect from 10thday of issue of aforesaid Letter of Award (LOA).

The terms and expressions used in this agreement shall have the same meanings as are assigned to them in the “Contract Documents” referred to in the succeeding Article.

ARTICLE 2.0 – CONTRACT DOCUMENTS

2.1 The contract shall be performed strictly as per the terms and conditions stipulated herein and in the following documents attached herewith (hereinafter referred to as “Contract Documents”).

a) HPL’s Notice Inviting Tender vide NIT No. ----- Dated ----- comprising tender document (Section --- to -----).

b) Corrigendum No. -----& Amendment No. ----- dated -----.

c) ----- vide Technical & Financial Bid -----dated ----- .

d) HPL letter No. ----- dated -----.

e) ----- clarifications vide letter ----- dated -----0

2.2 HPL's Letter of Award----- dated -----

2.3 Minutes of the kick off meeting held on -----.

2.4 All the aforesaid contract documents referred to in Para 2.1 to 2.3 above shall form an integral part of this Agreement, in so far as the same or any part thereof column, to the tender documents and what has been specifically agreed to by HPL. Any matter inconsistent therewith, contrary or repugnant thereto or deviations taken by the Consultant in its "TENDER" but not agreed to specifically by HPL in its Letter of Award, shall be deemed to have been withdrawn by the Consultant without any cost implication to HPL. For the sake of brevity, this Agreement along with its aforesaid contract documents and Letter of Award shall be referred to as the "Contract".

ARTICLE 3.0 – CONDITIONS & CONVENANTS

3.1 The scope of Contract, Consideration, terms of payments, advance, security deposits, taxes wherever applicable, insurance, agreed time schedule, compensation for delay and all other terms and conditions contained in aforesaid contract documents. The contract shall be duly performed by the Consultant strictly and faithfully in accordance with the terms of this contract.

3.2 The scope of work shall also include all such items which are not specifically mentioned in the Contract Documents but which are reasonably implied for the satisfactory completion of the entire scope of work envisaged under this contract unless otherwise specifically excluded from the scope of work in the contract documents.

3.3 Consultant shall adhere to all requirements stipulated in the Contract documents.

3.4 Time is the essence of the Contract and it shall be strictly adhered to. The progress of work shall conform to agreed works schedule/contract documents.

3.5 This agreement constitutes full and complete understanding between the parties and terms of the presents. It shall supersede all prior correspondence to the extent of inconsistency or repugnancy to the terms and conditions contained in Agreement. Any modification of the Agreement shall be effected only by a written instrument signed by the authorized representative of both the parties.

3.6 The total Consultancy fee for the entire scope of this contract as detailed in Letter of Award (LOA) is -----% (----- percent only) is inclusive of GST on actual cost of the project on completion or cost approved as per DPR or Estimated cost whichever is Lower, which shall be governed by the stipulations of the contract documents.

ARTICLE 4.0 – NO WAIVER OF RIGHTS

4.1 Neither the inspection by HPL or the Engineer-in-Charge or Client or any of their officials, employees or agents nor order by HPL or the Engineering- Charge for payment of money or any payment for or acceptance of, the whole or any part of the work by HPL or the Engineer-in-Charge nor any extension of time nor any possession taken by the Engineer-in-Charge shall operate as waiver of any provisions of the contract, or of any power herein reserved to HPL, or any right to damage herein provided, nor shall any waiver of any breach in the contract be held to be a waiver or any other or subsequent breach.

ARTICLE 5.0 – GOVERNING LAW AND JURISDICTION

5.1 The Laws applicable to this contract shall be the laws in force in India and jurisdiction of Delhi Court (s) only.

5.2 Notice of Default

Notice of default given by either party to the other party under the Agreement shall be in writing and shall be deemed to have been duly and properly served upon the parties hereto, if delivered against acknowledgment due or by FAX or by registered mail duly addressed to the signatories at the address mentioned herein above.

IN WITNESS WHEREOF, the parties through their duly authorized representatives have executed these presents (execution whereof has been approved by the Competent Authorities of both the parties) on the day, month and year first above mentioned at -----

For and on behalf of:
(Name of Architect firm/Consultant)

For and on behalf of:
M/s HPL.

WITNESS:

WITNESS:

- 1.
- 2.

- 1.
- 2.

AFFIDAVIT

**(To be submitted by bidder on non-judicial stamp paper of Rs. 100/-
(Rupees Hundred only) duly attached by Notary Public)**

(To be submitted in Envelope-1)

Affidavit of Mr.....S/o.....R/o.....I, the deponent above named do hereby solemnly affirm and declare as under:

1. That I am the Proprietor/Authorized signatory of M/sHaving its Head Office/Regd. Office at

2. That the information/documents/Experience certificates submitted by M/s..... along with the tender for (Name of work).....To HPL. are genuine and true and nothing has been concealed.

3. I shall have no objection in case HPL verifies them from issuing authority (ies). I shall also have no objection in providing the original copy of the document(s), in case HPL demand so for verification.

4. I hereby confirm that in case, any document, information & / or certificate submitted by me found to be incorrect / false / fabricated, HPL at its discretion may disqualify / reject / terminate the bid/contract and also forfeit the EMD / All dues.

5. I shall have no objection in case HPL verifies any or all Bank Guarantee(s) under any of the clause(s) of Contract including those issued towards EMD and Performance Guarantee from the Zonal Branch /office issuing Bank and I/We shall have no right or claim on my submitted EMD before HPL receives said verification.

6. That the Bank Guarantee issued against the EMD issued by (name and address of the Bank) is genuine and if found at any stage to be incorrect / false / fabricated, HPL shall reject my bid, cancel pre-qualification and debar me from participating in any future tender for three years.

7. I hereby confirm that our firm /company is not blacklisted/ barred /banned from tendering by HPL. If this information is found incorrect, HPL at its discretion may disqualify / reject / terminate the bid/contract.

8. The person who has signed the tender documents is our authorized representative. The Company is responsible for all of his acts and omissions in the tender.

I,, the Proprietor / Authorised signatory of M/s..... do hereby confirm that the contents of the above Affidavit are true to my knowledge and nothing has been concealed there from..... and that no part of it is false.

Verified atthis.....day of

DEPONENT

ATTESTED BY (NOTARY PUBLIC)

ACCEPTANCE OF TENDER CONDITIONS

From:(To be submitted in ORIGINAL on the letter head of the company by the authorized officer having power of attorney)

To
HPL,

Sub: Name of the work & NIT No.:

Sir,

1 This has reference to above referred tender. I/We are pleased to submit our tender for the above work and I/We hereby unconditionally accept the tender conditions and tender documents in its entirety for the above work.

2 I/we are eligible to submit the bid for the subject tender and I/We are in possession of all the documents required.

3 I/We have viewed and read the terms and conditions of HPL carefully. I/We have downloaded the following documents forming part of the tender document:

- a) Notice Inviting E-Tender
- b) Quoting Sheet for Tenderer
- c) General Conditions of Contract
- d) Special conditions of contract(SCC), if applicable
- e) Integrity Pact
- f) Site Layout/Plan, Drawings if available
- g) Annexure-I to Annexure-XIII
- h) Corrigendum / Addendum / Other documents, if any.

4 I/we have uploaded the mandatory scanned documents such as cost of bid document, EMD, e-tendering Processing Fee and other documents as per Notice Inviting e-tender.

Yours faithfully,

(Signature of the tenderer)
With rubber stamp

Dated _____

INTEGRITY PACT

BETWEEN

HPL hereinafter referred to as **“The Principal”** (which expression, unless repugnant to the context thereof, shall mean and include its legal representatives, heirs and assigns)

AND

.....hereinafter referred to as **“The Bidder/Architect Firm/Consultant”** (which expression, unless repugnant to the context thereof, shall mean and include its legal representatives, heirs and assigns)

Preamble

The Principal intends to award, under laid down organizational procedures, contract(s) for (Name of the contract).....(hereinafter referred to as the ‘Project’). The Principal necessarily requires full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/ transparency in its relations with its Bidder(s) and/or Architect Firm(s)/Consultant(s).

In order to achieve these goals, the Principal will appoint an Independent External Monitor (IEM), who will monitor the tender process and the execution of the contract for compliance with the Integrity Pact by all parties concerned, for all works covered in the Project.

To meet the purpose aforesaid both the parties have agreed to comply this Integrity Agreement (hereinafter referred to as "Integrity Pact" or "Pact"), the terms and conditions of which shall also be read as integral part and parcel of the Tender/Bid documents and Contract between the parties.

NOW, THEREFORE, in consideration of mutual covenants contained in this Pact, the parties hereby agree as follows and this Pact witnesses as under:

Section 1 – Commitments of the Principal Obligations on Principal

The Employer is committed to follow the principle of Transparency, Equity and Competitiveness in Public Procurement.

(1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:-

a. No employee of the Principal, personally or through family members or through any other channel, will in connection with the tender for or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit, which the person is not legally entitled to.

b. The Principal will, during the tender process treat all Architect Firm(s)/ Consultant(s)/Bidder(s) with equity and reason. The Principal will in particular, before and during the tender process, provide to all Architect Firm(s)/ Consultant(s)/Bidder(s) the same information and will not provide to any Architect Firm(s)/ Consultant(s)/Bidder(s), confidential/additional information through which the Architect Firm(s)/ Consultant(s)/Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.

c. The Principal will exclude from the process all known prejudiced persons. The Principal shall obtain bids from only those parties who have been short-listed or pre-qualified or through a process of open advertisement/ web publishing or any combination thereof.

(2) If the Principal obtains information on the conduct of any of its employees, Architect Firm(s)/ Consultant(s) or Bidder(s), which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer or the principal will take remedial actions as per department/conduct rules and subject to its discretion, can additionally initiate disciplinary actions.

(3) The Principal will enter into agreements with identical conditions with all Architect Firm(s)/Consultant(s)/Bidder(s) for the different Work Packages in the aforesaid Project.

(4) The Principal will disqualify from the tender process all Architect Firm(s)/ Consultant(s)/Bidder(s) with estimated cost of work put to tender of Rs 5.0 crores and above, who do not sign this Pact or violate its provisions.

Section 2 – Commitments of the Bidder(s) / Architect Firm(s)/Consultant(s)

Obligations on Bidder(s)/Architect Firm(s)/ Consultant(s)

To accept and comply with the Integrity Agreement in letter and spirit and further agree that execution of the said Integrity Agreement shall be separate and distinct from the main contract, which will come into existence when tender/bid is finally accepted by Employer. Duration of the Integrity Agreement shall be in the line with section 8 of the Integrity Agreement.

Bidder/Architect Firm/Consultant acknowledge that in the event of breach of the Integrity Agreement Employer shall have unqualified, absolute and unfettered right to take action under section 3.

(1) It is required that each Bidder/Architect Firm / Consultant(including their respective officers, employees and associate consultants) adhere to the highest ethical standards, and report to the Government / Department all suspected acts of fraud or corruption or Coercion or Collusion of which it has knowledge or becomes aware, during the tendering process and throughout the negotiation or award of a contract.

(2) The Bidder(s) / Architect Firm(s)/ Consultant(s) commit(s) itself/themselves to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.

(a) The Bidder(s) /Architect Firm(s)/Consultant(s) will not, directly or through any other person or firm offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage, of any kind whatsoever, during the tender process or during the execution of the contract.

(b) The Bidder(s)/Architect Firm(s)/Consultant(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

(c) The Bidder(s)/Architect Firm(s)/Consultant(s) will not commit any offence under the relevant IPC/PC Act. Further the Bidder(s)/Architect Firm(s)/Consultant(s) will not use improperly, for purpose of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

(d) The Bidder(s)/Architect Firm(s)/ Consultant(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly, the Bidder(s)/Architect Firm(s)/ Consultant(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. Either the Indian agent on behalf of the foreign principal or the foreign principal directly could bid in a tender but not both. It shall be incumbent on the Indian agent and the foreign principal to Adhere to the relevant guidelines of Government of India, issued from Time to time regarding availing services of Indian Agents for foreign Suppliers.

Further details as mentioned in the "Guidelines on Indian Agents of Foreign Suppliers" shall be disclosed by the Bidder(s)/Architect Firm(s)/Consultant(s). Further, as mentioned in the Guidelines all the payments made to the Indian agent/representative have to be in Indian Rupees only.

(e) The Bidder(s)/Architect Firm(s)/Consultant(s) will, when submitting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

(f) The Bidder(s)/Architect Firm(s)/Consultant(s) to disclose any transgression with any other company that may impinge on the anti-corruption principle.

(3) The Bidder(s)/Architect Firm(s)/Consultant(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

(4) The Bidder(s)/Architect Firm(s)/Consultant(s) will not, directly or through any other person or firm indulge in fraudulent practice means a willful misrepresentation or omission of facts or submission of fake/forged documents in order to induce public official to act in reliance thereof, with the purpose of obtaining unjust advantage by or causing damage to justified interest of others and/or to influence the procurement process to the detriment of the Government interests.

(5) The Bidder(s)/Architect Firm(s)/Consultant(s) will not, directly or through any other person or firm use Coercive Practices (means the act of obtaining something, compelling an action or influencing a decision through intimidation, threat or the use of force directly or indirectly, where potential or actual injury may befall upon a person, his/ her reputation or property to influence their participation in the tendering process).

(6) The Bidder(s)/Architect Firm(s)/Consultant(s) signing IP shall not approach the Courts while representing the matters to IEM and he/she will await their decision in the matter.

(7) The Bidder(s)/Architect Firm(s)/Consultant(s), shall take the responsibility of the adoption of IP by its associate consultants also.

Section 3- Disqualification from tender process and/or exclusion from future contracts.

Without prejudice to any rights that may be available to the Employer under law or the Contract or its established policies and laid down procedures, the Employer shall have the following rights in case of breach of this Integrity Pact by the Bidder(s)/ Architect Firm(s)/Consultant(s) and the Bidder/Architect Firm/Consultant accepts and undertakes to respect and uphold the Employer absolute right:

(1) If the Bidder(s)/Architect Firm(s)/Consultant(s), before awarding the Project or during execution has committed a transgression by violating Section 2 above or in any other form so as to put his reliability or credibility in question, the Principal, at its sole discretion, after giving proper opportunity to the bidder is entitled to disqualify the Bidder(s) /Architect Firm(s)/Consultant(s) from the tender process or terminate the contract, if already awarded or exclude the Bidder/Architect Firm/Consultant from future contract award processes, for that reason, without prejudice to any other legal rights or remedies available to the Principal under the relevant clauses of GCC/SCC of the tender/contract. The imposition and duration of the exclusion will be determined by the severity of transgression and determined by the Principal. Such exclusion may be forever or for a limited period as decided by the Principal.

(2) If the Architect Firm(s)/Consultant(s)/Bidder(s) has committed a transgression through a violation of any of the terms under Section 2 above or in any other form such as to put his reliability or credibility into question, the Principal will also be entitled to exclude such Architect Firm(s)/Consultant(s)/Bidder(s) from future tenders/contract award processes. The imposition and duration of the exclusion will be determined by the Principal, keeping in view the severity of the transgression. The severity will be determined by the circumstances of the case, in particular, the number of transgressions and/or the amount of the damage.

(3) If it is observed after payment of final bill but before the expiry of validity of Integrity Pact that the consultant has committed a transgression, through a violation of any of the terms under Section 2 above or any other term(s) of this Pact, during the execution of contract, the Principal will be entitled to exclude the consultant from further tender/contract award processes.

(4) The exclusion will be imposed for a minimum period of six (6) months and a maximum period of three (3) years.

(5) If the Architect Firm(s)/ Consultant(s)/Bidder(s) can prove that he has restored/recouped the damage to the Principal caused by him and has installed a suitable corruption prevention system, the Principal may, at its sole discretion, revoke or reduce the exclusion period before the expiry of the period of such exclusion.

Section 4- Compensation for Damages

(1) If the Principal has disqualified the Bidder(s)/Architect Firm(s)/Consultant(s) from the tender process prior to the awarding of the Project according to Section 3, the Earnest Money Deposit (EMD)/ Bid Security furnished, if any, along with the offer, as per terms of the Invitation of Tender, shall also be forfeited. The Bidder(s)/ Architect Firm(s)/ Consultant(s) understands and agrees that this will be in addition to the disqualification and exclusion of the Architect Firm(s)/Consultant(s)/Bidder(s) as may be imposed by the Principal, in terms of Section 3 above.

(2) If, at any time after the awarding of the Project, the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Security Deposit/Performance Bank Guarantee furnished by the consultant, if any, as per the terms of the NIT/Contract shall be forfeited without prejudice to any other legal rights and remedies available to the Principal under the relevant clauses of General/ Special Conditions of Contract. The Architect Firm(s)/Consultant(s)/Bidder(s) understands and agrees that this will be in addition to the disqualification and exclusion of the Bidder(s)/Architect Firm(s)/ Consultant(s), as may be imposed by the Principal in terms of Section 3 above.

Section 5- Previous transgression

(1) The Bidder(s)/Architect Firm(s)/ Consultant(s) herein declares that it has committed no transgressions in the last 5 years with any other Company in any country conforming to the anti-corruption approach as detailed herein or with government/ Central Government or State Government or any other Public Sector Enterprise in India that could justify its exclusion from the tender process.

(2) If at any point of time during the tender process or after the awarding of the Contract, it is found that the Bidder(s)/Architect Firm(s)/ Consultant(s) has made an incorrect statement on this subject, he can be disqualified from the tender process or if, as the case may be, that the Contract, is already awarded, it will be terminated for such reason and the Bidder(s)/Architect Firm(s)/ Consultant(s) can be black listed in terms of Section 3 above.

(3) If the Bidder/ Architect Firm/ Consultant can prove that he has resorted / recouped the damage caused by him and has installed a suitable corruption prevention system, the Employer may, at its own discretion, revoke the exclusion prematurely.

Section 6- Independent External Monitor / Monitors

(1) The Principal shall, in case where the Project Value is in excess of Rs 5.0 crore and above, appoint competent and credible Independent External Monitor(s) with clearance from Central Vigilance Commission. The Monitor shall review independently, the cases referred to it to assess whether and to what extent the parties concerned comply with the obligations under this Integrity Pact.

(2) In case of non-compliance of the provisions of the Integrity Pact, the complaint/ non-compliance is to be lodged by the aggrieved party with the Nodal Officer only, as shall be appointed by the CMD, HPL. The Nodal Officer shall refer the complaint/ non-compliance so received by him to the aforesaid Monitor.

(3) The Monitor will not be subject to any instructions by the representatives of the parties and will perform its functions neutrally and independently. The Monitor shall report to the Chairman-cum-Managing Director, HPL.

(4) The Bidder(s) /Architect Firm(s)/ Consultant(s) accepts that the Monitor shall have the right to access, without restriction, all Project documentation of the Principal including that provided by the consultant. The consultant will also grant the Monitor, upon his/her request and demonstration of a valid interest, unrestricted and unconditional access to its project documentation. The Monitor is under contractual obligation to treat the information and documents of the Bidder(s) /Architect Firm(s)/ Consultant(s) with confidentiality.

(5) The Principal will provide to the Monitor, sufficient information about all meetings among the parties related to the Project, provided such meetings could have an impact on the contractual relations between the Principal and the consultant.

(6) As soon as the Monitor notes, or believes to note, a violation of this Pact, he will so inform the Principal and request the Principal to discontinue and/or take corrective action, or to take other relevant action(s). The Monitor can in this regard submit non-binding recommendations. However, beyond this, the Monitor has no right to demand from the parties that they act in a specific manner and/or refrain from action and/or tolerate action.

(7) The Monitor will submit a written report to the CMD, HPL within 4 to 6 weeks from the date of reference or intimation to it and, should the occasion arise, submit proposals for corrective actions for the violation or the breaches of the provisions of the agreement noticed by the Monitor.

(8) If the Monitor has reported to the CMD, HPL, of a substantiated suspicion of an offence under relevant IPC/PC Act, and the CMD, HPL, has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Chief Vigilance Officer, HPL.

(9) The word 'Monitor' means Independent External Monitor and includes both singular and plural forms.

(10) For ensuring the desired transparency and objectivity in dealing with the complaints arising out of any tendering process, the matter should be examined by the full panel of IEMs jointly as far as possible, who would look into the records, conduct an investigation, and submit their joint recommendations to the Management.

(11) IEM should examine the process integrity, they are not expected to concern themselves with fixing of responsibility of officers. Complaints alleging malafide on the part of any officer of the organization should be looked into by the CVO of the concerned organisation.

(12) The role of IEM is advisory, would not be legally binding and it is restricted to resolving issues raised by an intending bidder regarding any aspect of the tender which allegedly restricts competition or bias towards some bidders. At the same time, it must be understood that IEMs are not consultants to the Management. Their role is independent in nature and the advice once tendered would not be subject to review at the request of the organisations.

(13) Issues like warranty / guarantee etc. should be outside the purview of IEMs.

(14) The role of the CVO of the organization shall remain unaffected by the presence of IEMs. A matter being examined by the IEMs can be separately investigated by the CVO in terms of the provisions of the CVC Act or Vigilance Manual, if a complaint is received by him/her or directed to him/her by the commission.

Section 7 – Criminal charges against violating Bidder(s)/Architect Firm(s)/Consultant(s)/Associate consultant(s)

If the Principal obtains knowledge of conduct of a Bidder/ Architect Firm/ Consultant or any employee or a representative or an associate of a Bidder/Architect Firm/ Consultant, which constitutes a criminal offence under the IPC/PC Act, or if the Principal has substantive suspicion in this regard, the Principal will forthwith inform the same to the Chief Vigilance Officer, HPL.

Section 8 – Duration of the Integrity Pact

This Pact shall come into force when both parties have legally signed it. The Pact shall expire, in case of the Architect Firm(s)/Consultant(s), 3 (three) months after the last payment under the Contract is made and in case of the unsuccessful Bidder(s), 2 (two) months after the contract for the project has been awarded. If any claim is made / lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged / determined by CMD of HPL.

The Bidder(s)/ Architect Firm(s)/ Consultant(s), however, understands and agrees that even upon the completion of the Project and/or the last payment under the Contract having been made, if any transgression/violation of the terms of this Pact comes/is brought to the notice of the Principal, it may, subject to its discretion, blacklist and/or exclude such Bidder(s)/ Architect Firm(s)/ Consultant(s) as provided for in Section 3, without prejudice to any other legal right or remedy so available to the Principal.

Section 9 – Other provisions

(1) This agreement is subject to Indian Law. Place of performance and jurisdiction is the Registered Office of the Principal, i.e. New Delhi.

(2) Changes and supplements as well as termination notices need to be made in writing.

(3) If the Bidder/Architect Firm/ Consultant is a partnership or a consortium, this agreement must be signed by all partners or consortium members.

(4) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement shall remain valid and binding. In such a case, the parties will strive to come to an agreement in accordance to their original intentions.

(5) Wherever he or his as indicated in the above sections, the same may be read as he/she or his/her, as the case may be.

(6) It is agreed term and condition that any dispute or difference arising between the parties with regard to the terms of this Integrity Agreement / Pact, any action taken by the Principal in accordance with this Integrity Agreement! Pact or interpretation thereof shall not be subject to arbitration

(For & On behalf of the Principal)

(For & On behalf of Bidder/ Architect Firm/ Consultant)

(Office Seal)

(Office Seal)

Place_____

Date _____

Witness 1:

(Name & Address) _____

Witness 2:

(Name & Address) _____

GENERAL INFORMATION

1	Name of Applicant/Company	
2	Address for correspondence	
3	Official e-mail for communication	
4	Contact Person: Telephone Nos. Fax Nos. Mobile	
5	Type of Organization: a) An individual b) A proprietary firm c) A firm in partnership (Attach copy of Partnership) d) A Limited Company (Attach copy of Article of Association) e) Any other (mention the type)	
6	Place and Year of Incorporation	
7	Details of Registration of Proprietor/Partners/Directors with various Institutions	
8	Name of Directors/Partners in the organization and their status along with their qualifications.	
9	Name(s) of the persons along with their qualification and designation, who is authorized to deal with HPL (Attach copy of power of Attorney)	
10	Organization Chart of Key Personnel	
11	Details of Awards/Appreciations supported with document to be submitted.	
12	Bank Details Name of the Bank: Account Number: IFS Code: Name & Address of the Branch: MICR Code:	

Signature of Bidder with Seal

Organization setup of the company

(Details to be furnished in the following format)

S. No.	Name	Designation	Qualification	Professional Experience and details of work carried out	Years with firm	Remarks

Signature of Bidder with Seal

Tender for: -----

**DETAILS OF EXPERIENCE CERTIFICATES FOR THE WORK EXECUTED
DURING LAST 07 YEARS**

(Details to be filled online)

S. N.	Name of work and its location	Name of Client	Date and No. of Completion Certificate	Date of Start	Date of Completion	Cost of the Work on completion	Value of TDS in case of Private Work	Reference and Page No. of Documentary Proof of the detail missing in completion certificate
1								
2								
3								
4								
5								
6								

1. Certified that the Completion Certificates of above works are enclosed with the Tender Documents.

2. Details mentioned in the above Form are as per Completion Certificates and have not been presumed.

If any detail is not mentioned in the Work Completion Certificate, documentary proof of detail is to be submitted and uploaded on Tender Website along with the Completion Certificate.

Signature of Bidder with Seal

Name of the Client with Address, email & phone no.

Dispatch No.....

Date:.....

PROFORMA FOR WORK EXPERIENCE CERTIFICATE FROM CLIENTS**Name of Consultant:-----**

1	Name of work/project location	
2	Name and Address of Clients	
3	Agreement Amount	
4	Cost of work on Completion	
5	Date of Start	
6	Stipulated date of completion	
7	Actual date of completion	
8	Amount of compensation levied for delayed completion, if any	
9	Type of work :Residential/ Non-Residential Building	
10	Built Up Area of Residential Component	
11	Built Up Area of Non Residential Component	
12	Total Built Up Area (Residential + Non Residential)	
13	Maximum Height of any Building of this work	
14	Maximum no of storey's of any building of this work	

15	Performance Report	Outstanding	Very Good	Good	Poor
a	Quality of work				
b	Resourcefulness				
c	Financial soundness				
d	Technical Proficiency				
e	General behavior				

**Date, Name & Designation,
Signature with Seal of the Issuing Authority**

Signature of Tenderer

Signature of HPL

PROFORMA FOR ON ROLL MANPOWER
(Details to be filled online)

Sr. No.	Manpower	Name of Employee	Designation	No. of Years with the Company	Total Experience in years
1.	Architects: B Arch with minimum 10 yrs of experience in the Consultancy (on roll).				
I					
II					
2.	Architects: B Arch with minimum 04 yrs of experience in the Consultancy (on Roll).				
I					
II					
3.	Structural Engineer: B. tech with 10 year experience or M. Tech with 5 year experience in structural Design. (on roll)				
4.	Graduate Mechanical, Electrical, Plumbing (MEP) Engineer (on roll)				

- Attach Copies of CVs.
- Attach Copies of Qualification.
- Zero marks will be given if CVs and Certificates of Qualification are not found enclosed.

Signature of Bidder with Seal

Tender for: -----

DETAILS OF SIMILAR WORKS EXECUTED DURING LAST 07 YEARS
(Details to be filled online)

S. No.	Name of Work for which Experience Certificate has been submitted	Name of Clients	Date and No. of Completion Certificate	Type of Work i.e. Residential or Non Residential	No. of Basements	No. of Storey	Height of Building	Ref. & Page No. of Documentary Proof of the detail missing in completion certificate
1								
2								
3								
4								
5								
6								

If any detail is not mentioned in the Work Completion Certificate, documentary proof of detail is to be submitted and uploaded on Tender Website along with the Completion Certificate.

Signature of Bidder with Seal

Name of Bidder-----

TURN OVER FOR LAST THREE YEARS
(Details to be filled online)

I. Financial Analysis: This certificate is to be submitted in original along with the Bid Documents.

		1st FY Rs. (In Lacs)	2nd FY Rs. (In Lacs)	3rd FY (ending 31st March of preceding FY) Rs. (In Lacs)	Average Annual Turnover Rs. (In Lacs)
		a	b	c	(a+b+c)/3
(i)	Annual Turnover for the Financial Year (FY)				

II. Summarised page of Profit & Loss Account of previous three Financial Years is to be enclosed.

III. Provisional Balance Sheets/Profit & Loss Account for FY (ending 31st March of preceding FY), duly certified by Chartered Accountants is also permitted incase the Audited Balance Sheet is not available.

**Signature of Chartered Accountant
with Seal**

**Signature of the Bidder
with Seal**

TDS DETAILS FOR PRIVATE SECTOR PROJECTS
(Details to be filled online)

S. No.	Name of work	Name of Clients	Project Cost in Crores	Ref. No. and Date of issue of Completion Certificate	Cost of the work on Completion in crores	Total Consultancy Fee for the Project In Lakhs	Payments received as per TDS in Lakhs	TDS Corresponding to the payments	Year wise TDS as per Form-26AS relating to the work

Note: Value of Work done will be considered commensurate with TDS Certificates In case of multiple contracts undertaken from a Client, details of TDS/Form 26AS for each work mentioned above need to be segregated and given separately. This form need to be supported with Form-26AS taken in HTML Format or Form-16A

Signature of Bidder with Seal

**Signature of Chartered
Accountant with Stamp and
Membership Number**

Details of Associate Consultants

S. No.	Description	Details
1	Structural Consultant	
2	Façade Designer	
3	Interior Designer	
4	Electrical Consultant	
5	Plumbing & Fire Consultant	
6	Acoustic Consultant	
7	Traffic & Parking Consultant	
8	Environment Consultant	
9	Green Building Consultant	
10	Lighting Consultant	
11	HVAC Consultant	
12	Landscape Consultant	
13	Audio Visual Consultant	
14	System Consultant	
15	Consultant for any other special Work	

Signature of Applicant with seal

GST Registration Details

Sr.No.	Consultant / Vender Details	
1	Entity Name	
2	Address (As per registration with GST)	
3	City	
4	Postal Code	
5	Region/ State (Complete state Name)	
6	Permanent Account Number	
7	GSTN/ ARN/ UID/ Provisional ID No. (Copy of Acknowledgement required)	
8	Type of Business (As per registration with GST)	
9	Service Accounting Code/ HSN Code	
10	Contact Person	
11	Phone Number and Mobile Number	
12	E-mail ID	
13	Compliance Rating (If updated by GSTN)	

Signature of Applicant with seal