

EXPRESSION OF INTEREST DOCUMENT FOR SHORTLISTING OF ARCHITECTURAL FIRMS

A. GUIDELINES TO THE APPLICANTS

1. Intending Applicants are required to submit their applications in the prescribed format and with full particulars, giving details about their organization, experience, technical personnel in their organization.
2. If the space in the pro-forma is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the pro-forma and serial number. Separate sheets shall be used for each part, and a proper reference with page number must be indicated in the main form of application. The application, details & formats regarding the EOI can be downloaded from web site.
3. Applications containing false and/or inadequate information will be liable for rejection.
4. While filling up the application with regard to the list of important projects completed or on hand, the applicants shall include projects relating to institutional buildings indicating all features and services of the project handled by the applicant such as number of storey of the building, type of foundation and super-structure, basement, total constructed area, rainwater harvesting, central air-conditioning system, lift, fire detection and protection, access control system and surveillance etc.
5. Applicants shall furnish documentary evidence / certificates in support of their claim of work undertaken and work in hand, failing which the application will be liable for rejection.
6. Services required to be rendered by the Architect:
 - ✓ Preparation of a brief Report based on the requirements of WRO, examining site constraints, its potential and submission of concept design with special reference to State Data Centre along with its Chemical Laboratories and training centre/hostel/rest house for approval.
 - ✓ To take instructions from the WRO, prepare detailed concept designs, obtain approval from WRO and submit preliminary estimates of cost.
 - ✓ To submit required drawings to the Local Land Authorities for sanctioning and assist in obtaining all statutory approvals as per prevalent laws.
 - ✓ To prepare architectural working drawings, structural design and drawings, investigation of Bearing Capacity of site and all other services drawings for various trades such as sanitary, plumbing, drainage, water supply, sewerage design, electrical design, air conditioning, HVAC, interiors , communication facilities as per the requirement of modern State Data Centre, storm water drainage, rain water harvesting and landscape.

- ✓ To provide solar/alternative renewable resources of energy in the SDC Building.
- ✓ To draw detailed specifications, draft tender for various trades, Information for Bidders (IFB), preparing estimates, Bill of Quantities and analysis based on schedule of rates.
- ✓ To help WRO in tendering and selection of Contractors for the WRO centre.
- ✓ To prepare and supply construction drawings for execution of works.
- ✓ To visit the site when the works is in progress and attend meetings as and when required by WRO with no extra payment.
- ✓ Advising and providing clarification to the client on any technical matter concerning the construction of this building as and when asked by the client.
- ✓ To prepare Completion Drawings for WRO authorities for submission for clearance of the building.
- ✓ Furnish a Report to the client, on completion of the Project, stating there in guidelines for unfinished work, scope for extension of the building construction for the maintenance of the property etc. etc.
- ✓ To certify completion of the project.
- ✓ Get the final approval of the constructed building of State Data Centre from various statutory bodies / Govt. agencies.
- ✓ To obtain highest rating as per GRIHA (MOEF) rating system of Green Buildings and BEE (MOE).

“*The above is illustrative only; the detail scope of assignment is covered in the Terms of Reference forming a part of the RFP [Request for Proposal] Documents to be issued to the short-listed consultants.”

FORMAT - I

LETTER OF TRANSMITTAL

FROM:

To

SUBJECT: Submission of EOI from Architectural firms

Sir,

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

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms 'I' to 'VII and accompanying statements are true and correct.
2. I/We have furnished all information and details necessary for EOI and have no further pertinent information to supply.
3. I/We welcome you to approach in person or can send any person(s) to verify our competence and general reputation.
4. I/We submit the following certificates in support of our suitability, technical know-how and capability for having successfully completed the following projects along with prescribed format:

Sl. No.	Name of work	Certified by/from

Enclosures

Signature(s) of Applicant(s)

Seal of applicant

Date of submission

FORMAT - II

ORGANISATIONAL STRUCTURE

**This form to be furnished only by the Prime Architect/Architectural firm
applying for the short listing**

1	Name & Address of the applicant with Telephone No./Fax No./ Email ID	
2	a. Year of Establishment b. Date & Year of commencement of practice.	
3	Legal status of the applicant (attach copies of original document defining the legal status)	
	a) A proprietary firm	
	b) A firm in partnership	
	c) A limited company or Corporation / Joint venture / Consortia	
4	Names of Directors & other executives with designation	
5	Designation of individuals authorized to act for the organization.	
6	Total No. of professional staff :- Architects: Structural Engineers: Quantity Surveyors: Others:	
7	Was the applicant ever required to suspend the project for a period of more than six months continuously after you commenced the planning? If so, give the name of the project and reasons of suspension of project.	
8	Has the applicant, or any partner in case of partnership firm, ever abandoned the awarded project before its completion? If so, give name of the project and reasons for abandonment.	
9	Has the applicant, or any constituent partner in case of partnership firm, ever been debarred/black listed for competing in any organization at any time? If so, give details.	
10	Has the applicant, or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.	
11	In which field of Consultancy the applicant has specialization & interest	
12	Any other information considered necessary but not included above.	
13	Address of local office, if any	

FORMAT - III

DETAILS OF IN HOUSE SERVICES AVAILABLE FOR THE ASSIGNMENTS

Sl. No.	Services to be provided.	Availability of Services	Nos. of Staff with experience		
			Experience of 10 years & above	Experience of more than 5 years	Experience of less than 5 years
1	Architectural	yes/no			
2	Structural Engineering	yes/no			
3	Public Health Engineering	yes/no			
4	Electrical	yes/no			
5	Mechanical	yes/no			
6	HVAC	yes/no			
7	Firefighting/Engineering	yes/no			
8	Landscaping & Beautification	yes/no			
9	Solar Energy & Water Harvesting Utilities	yes/no			
10	Administrative/Support Staff, categories to be mentioned	yes/no			
	Office Equipments		Nos. available		
11	a. Computers b. Plotters c. Printers d. Scanners e. Photocopying machine f. g.	yes/no yes/no yes/no yes/no yes/no			
12	Licensed Softwares available (to be mentioned)				

FORMAT- IV

DETAILS OF PERMANENT FIRMS/ MEMBERS AND THEIR EXPERIENCE

Sl. No.	Proposed Associate For	Names & Addresses of Associates	Years of Experience	Years of Association with the Prime Applicant
1	Architectural			
2	Structural Engineering			
3	Public Health Engineering			
4	Electrical			
5	Mechanical			
6	HVAC			
7	Firefighting/Engineering			
8	Landscaping			
9	Interior Works			
10	Landscaping & Beautification			
11	Solar Energy & Water Harvesting Utilities			

FORMAT - V

Brief Bio- Data of Key Professionals

(This form to be furnished not only by the Prime Architect/Architectural firm applying for the prequalification, but also furnish separately for each member of consortium / sub consultants who would be associated with this project work)

Name of Firm: _____

Professional: _____

Date of Birth: _____

Years with Firm: _____

Nationality: _____

Membership in Professional Societies: _____

Detailed Task Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training relevant to responsibility in context of assignment. Describe *degree of responsibility* held by staff member on relevant previous assignment and give dates and location. Use up to half a page.] **Education:**

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degree(s) obtained. Use up to a quarter page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, name(s) of employing organization(s), title of positions held and location of assignments. For experience in last ten years, also give type of activities performed and client references, where appropriate. Use up to three quarter of a page.]

Languages:

[Indicate proficiency in speaking, reading and writing of English language: excellent, good, fair, or poor.]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these bio data correctly describe my qualifications, my experience and myself.

Date:

FORMAT – VI

DETAILS OF SIMILAR PROJECTS HANDLED / COMPLETED DURING THE LAST FIVE YEARS

SIMILAR NATURE OF ASSIGNEMENT - COMPLETED WORKS				
Sl. No	Description	1	2	3
1	Name of work / Project and location			
2.	Name & Address of Employer / Organization, Telephone no. of officer to whom reference may be made.			
3.	Cost of work in Rs. Lakhs (Attach copy of Work Order)			
4.	Date of commencement as per contract			
5.	Stipulated date of completion			
6.	Actual date of completion			
7.	Whether GRIHA (MOEF) & BEE (MOE) Certification obtained			
8.	Litigation / arbitration pending / in progress with details *			
9.	Service rendered			
	a. Inhouse teams			
	b. Associated Consultants/Consortia Members			
10.	Names of Project In charge & Key staff & nos. of staff involves.			
11.	Any other information			

*Indicates gross amount claimed and amount awarded by the Arbitrator

FORMAT – VII

SIMILAR NATURED ASSIGNMENTS- INHAND

SIMILAR NATURE OF ASSIGNMENT - IN HAND				
Sl. No	Description	1	2	3
1	Name of work / Project and location			
2.	Name & Address of Employer / Organization, Telephone no. of officer to whom reference may be made.			
3.	Cost of work in Rs. Lakhs (Attach copy of Work Order)			
4.	Date of commencement as per contract			
5.	Stipulated date of completion			
6.	Proposed date of completion			
7.	Whether GRIHA (MOEF) & BEE (MOE) Certification obtained			
8.	Litigation / arbitration pending / in progress with details *			
9.	Service rendered			
a.	Inhouse teams			
b.	Associated Consultants/Consortia Members			
10.	Names of Project In charge & Key staff & nos. of staff involves.			
11.	Any other information			

*Indicates gross amount claimed and amount awarded by the Arbitrator

FORMAT – VIII

CLIENT WISE PERFORMANCE REPORT OF WORKS

1	Name of work/Project & Location	
2	Agreement No.	
3	Estimated Cost	
4	Tendered Cost	
5	Date of start	
6	Date of completion	
	i. Stipulated date of completion	
	ii. Actual date of completion	
7	Amount of compensation levied for delayed completion, if any	
8	Amount of reduced rate items, if any	
9	Performance Report	
	i. Quality of work	Very Good/Good/Fair/Poor
	ii. Financial soundness	Very Good/Good/Fair/Poor
	iii. Technical Proficiency	Very Good/Good/Fair/Poor
	iv. Resourcefulness	Very Good/Good/Fair/Poor
	v. General Approach & Behaviour	Very Good/Good/Fair/Poor

Dated:

Signature & Seal of

(Officer of the rank of Executive Engineer or Head of the Company)

FORMAT - IX

FINANCIAL DETAILS

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

Particulars	Financial Year				
	04 - 05	05 - 06	06 - 07	07 - 08	08 - 09
i. Gross Annual turnover of Architectural Consultancy works (In Lacs)					
ii. Profit / Loss					
iii. Certified by					

II. Financial arrangements for carrying out the proposed work.

III. The following certificates are enclosed:

- (a) Profit & Loss account

- (b) Solvency Certificate from bankers of Applicant.

(Signature of Chartered Accountant with seal)