

# **TENDER FOR SELECTION OF ARCHITECTURAL FIRM/ORGANISATION/INSTITUTES FOR CONSTRUCTION OF FORESTRY TRAINING INSTITUTE BUILDING AT SEFTI CAMPUS, DIMAPUR**

## **TENDER NOTICE NO. 01/NAGALAND/JICA/2013/01 OF APRIL, 2013**

### **Introduction :-**

The Forest Department, Government of Nagaland is implementing a JICA assisted project “**Capacity Development for Forest Management and Training of Personnel**” in the state with the aim of infrastructure and capacity development of the frontline forest staff. The Project is of approximately 2(Two) years duration and targets improvement in the training infrastructure and training methodologies. Government of Nagaland intends to hire a team of professionally competent and experienced experts of a consulting firm/ organization/ institute/ consortium for assisting the State Project Management Unit for the implementation of ‘Capacity Development for Forest Management and Training of Personnel’ (the Project) in the field of infrastructure development and establishment/renovation of Forestry Training Institute at SEFTI Campus, Dimapur.

Mere submission of tender documents will not confer to applicants any right for receiving or carrying out the tendered job. Forest Department, Nagaland reserves the right to accept/reject one or all proposal or stop the process of approval at any stage, at its sole discretion without assigning any reasons and shall bear no liability whatsoever consequent upon such a decision. Details indicating the assignment, eligibility, selection criteria and mode of submission of documents are as given below:

### **1. Eligibility criteria and General instructions:-**

a) Sealed tender in prescribed form are invited from the reputed Architects/Firms/Organizations/Institutes for selection of architectural consultant for construction/renovation of buildings of SEFTI at SEFTI Campus, Dimapur. The area of the building will be decided by the Ministry of Environment and Forests, Government of India, New Delhi after deciding freezing capacity. Architectural firm having capacity to complete works costing up to Rs.470 lacs are eligible to apply for this work. The Architects/Firms/Organizations/Institutes should have following personnel on their roll for implementation of the work.

### **b) The Minimum Qualifications and Experience:- Architect:-**

A person registered under the provisions of the Architects Act, 1972 (20 of 1972) and should have a degree in Architecture. He should have work experience of more than five years.

or

**Civil Engineer :-**

A degree in Civil Engineering from any recognized University or Institute or any equivalent civil engineering qualification recognized by the Government and shall have at least five years' experience in planning, structural designs, and execution of building works including sanitary and plumbing works related to buildings.

- c) The eligible Architects/Firms/Organizations/Institutions interested in rendering professional services are requested to submit their tender in the specified proforma in two separate envelopes i.e. **Technical Bid** (Envelope-1) and **Financial Bid** (Envelope -2).
- d) The **Technical Bid** shall contain eligibility criteria and general instructions, general terms and conditions, services to be rendered by the architectural firm. Qualifications of the Architect Structural Engineer, Civil Engineer, Surveyors, Supervisors, etc who will be engaged in the project. The work experience and the details of similar projects undertaken may be also be included in the Technical Bid. The envelope containing technical bid shall be super scribed as **“Technical Bid for selection of Architect for construction of buildings of State Environment and Forestry Training Institute (SEFTI), Dimapur (Nagaland)-797112.”**
- e) The Technical Proposal should be submitted as per the Form TECH-2, TECH-3 and TECH-4, which are enclosed with the tender document. The Architectural Firm/Organization/Institute should submit proposal with a covering letter.
- f) The technical proposal shall not include any financial information. A technical proposal containing financial details will be declared non-responsive.
- g) The **Financial Bid** shall contain the basic fee as per the specified Performa and the envelope containing price bid shall be super scribed as **“Financial Bid for selection of Architect for construction of buildings of State Environment and Forestry Training Institute (SEFTI), Dimapur (Nagaland)-797112.”**
- h) The two envelopes containing technical bid and financial bid should be placed in a single sealed envelope and super scribed as **“Tender for selection of Architect for construction of buildings of State Environment and Forestry Training Institute (SEFTI), Dimapur (Nagaland)-797112.”**

**2. General Terms & Conditions**

- a). The terms and conditions shall form part of the tender to be submitted by the Architects/Firms/ Organization/Institute.
- b) **All the pages of the tender are to be signed by the architect/authorized signatory.** Any overwriting is to be duly initialed by the architect.
- c) The architects are requested to submit their tender duly filled in latest by **2 P.M on 13<sup>th</sup> May 2013.** They shall drop the Tender documents in the designated box kept in the office of the Director, *State Environment and Forestry Training Institute (SEFTI), Dimapur (Nagaland)-797112.* **or by Registered Post/Speed Post/Courier.**
- d) Tenders received by SEFTI, Dimapur after due date and time as stated above shall be rejected.
- e) There should not be any deviation in terms and conditions as have been stipulated by the SEFTI. Tenders not confirming to any of the terms and conditions shall be rejected.

f) *The Tenderer should fill the relevant details in the specified proforma of the Financial Bid properly. Financial bid in any other form or incomplete proforma will not be considered and shall be rejected.*

g) The technical bids of the eligible candidates will be opened at **3PM on the 13<sup>th</sup> May 2013** will be decided by the Evaluation Committee constituted for the JICA Project in the presence of tenderers who choose to be present at the above said office of the Director, *State Environment and Forestry Training Institute (SEFTI), Dimapur (Nagaland)-797112.*”

The tenderers are advised in their own interest to be present at the time of opening of the tenders on the said date, time and venue.

h) First the technical bids will be evaluated by the Evaluation Committee. The financial bids will be opened on another date with prior intimation to the architects whose technical bids are acceptable to the Directorate.

i) The undersigned reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

### **3. Terms of Reference**

The Architect/Firm/Consultants/Organization/Institute shall render the following services in connection with and in regard to the said works including **site supervision of the project.**

a) Prepare a Detailed Project Report for the proposed State Environment and Forestry Training Institute in prescribed proforma of JICA.

b) Take Employer’s instructions, visit the site, prepare and submit Site and sketch plans as per Employer’s requirements including preparation of alternatives and carrying out necessary revisions till the sketch plans are finally approved by the Employer in accordance with the rules/codes/standards, regulations etc. of Government of Nagaland and Government of India making approximate cost based on unit cost and submit along with a detailed project report on the scheme so as to enable the Employer to take a decision on the sketch designs.

c) Prepare required detailed drawings on receipt of approval of the sketch plans by the Employer, submit drawings to municipal or any other appropriate authorities, maintain liaison with local municipal corporation, government authorities for obtaining approval of the plans, commencement certificate, plinth checking certificate, completion certificate, occupation certificate etc. as per the regulation of local authorities and obtain their approval/sanction for construction, completion and occupation as per existing rules and regulations of the State Government.

d) Facilitate testing of soil, determination of bearing capacity and other properties of soil, design and prepare architectural detailed drawings, structural calculations and drawings, layout drawings for water supply and drainage, electrical installations including UPS, generators, convectors and security equipments as applicable, detailed estimates of cost, rate analysis for all items, take off sheets and all such other particulars as may be necessary for preparation of bill of quantities.

e) **Facilitate submission of DPR along with all Annexures. For this purpose, after completion of draft documents, travel to New Delhi and working under the guidance of MoEF and Consultants of MoEF may be required.**

- f) Prepare prequalification document if required by the Forest Directorate, scrutinize the applications for short listing of the contractors for various trades, forward recommendations to the Employer for selection of the contractors.
- g) Prepare detailed tender documents for various trades viz., general builders work, interior work, air-conditioning, fire fighting installation and specialist services such as water supply and sanitary installation, electrical installation, etc., complete with articles of agreement, special conditions, conditions of contract, specification, bill of quantities, including detailed analysis of rates based on market rates, time and progress charts, etc.
- h) Prepare tender notices for issue by the Employer from pre-qualified/shortlisted parties/contractors as the case may be for all trades and submit assessment reports thereon, together with recommendations specifying abnormally high (AHR) and low rated (ALR) items.
- i) The assessment report shall be based on proper analysis of rates with constants from an approved Standard Hand Book and market rates of materials and labour for major items of works costing about 90% of the estimated cost of the work.
- j) All commercial conditions shall be evaluated in financial terms instead of merely saying whether a condition may be accepted or not.
- k) When conditions are not susceptible of evaluation, the alternative procedure of calling all the tenderers for negotiation by asking them to submit a final bid based on a set of common terms and conditions acceptable to the SEFTI, may be adopted.
- l) Prepare contract documents for all trades and getting them executed by the concerned contractors as per the instruction of the SEFTI.
- m) Prepare for the use of the Employer, the contractor and site staffs etc., 4 copies of contract documents for all trades including all drawings, specifications, and other particulars. Prepare such further details and drawings as are necessary for proper execution of the works.
- n) Assume full responsibility for supervision and proper execution of all works by General and Specialist Contractors who are engaged from time to time, including control over quantities during the execution to restrict variation, if any, to the minimum. The architects shall ensure that the contractors comply with the Labour laws.
- o) No deviations or substitutions should be authorized by the Architect/ Consultant without working out the financial implication, if any, to the contractor and obtaining approval of the Employer. However, where time does not permit and where it is expedient, the Architect/Consultant may take decisions on behalf of the Employer, the total cost of the item/deviation of which should not exceed Rs.10,000/-. This deviation shall be got subsequently ratified from the Employer duly justifying his action at the earliest.
- p) Checking measurements of works at site. Checking contractor's bills, issuing periodical certificates for payments and passing and certifying accounts, so as to enable the Employer to make payments to the contractors and adjustments of all accounts between the contractors and the Employer. Architects shall assume full responsibility for all measurements certified by them. It shall be mandatory on the part of the Architect to check the measurements of various items. The prescribed format for certification of bills is as under:-

*“Certified that the various items of work claimed in this ..... running bill/ final bill by the contractors ..... have been completed to the extent claimed and at appropriate rates and that the items are in accordance with and fully conforming to the standard/prescribed specifications and drawings. We further certify that we have checked the measurements of various items as necessary claimed in this bill. Hence the bill is recommended for payment of Rs.....”*

**Date:**

**(Signature of the Architect)**

The Architect shall endorse the above certification in the relevant Measurement Books of the Forest Officials also.

- q) Working out theoretical requirement and actual consumption of cement, steel and any other material, if and as specified in the tender, on a regular basis for each bill.
- r) Certify after test/commissioning/final inspection and check as the case may be, the completion of the work and/or satisfactory functioning of the system in services and utilities as the case may be.
- s) On completion of the work/satisfactory functioning of the service system and certification of completion/satisfactory commissioning prepare and supply four sets of "as-built" drawings with relevant calculations of the design/engineering for the records of the SEFTI. The Architect shall verify and confirm that identification marks are made on all service installations/cables/wiring, etc. as the case may be, to carry out future additions/alterations/maintenance jobs.
- t) Wherever the work involves any structural additions/alterations, the Architect shall furnish one complete set of structural design, calculations and structural designs for the Employer's records. Obtain permission from local authorities for facilities and services as a result of addition, alteration and modification wherever required.
- u) Complete requisite formalities and obtain necessary service connections such as water supply, electrical, drainage, sewerage and other services from local authorities and Government Departments.
- v) Take timely action for revalidation of sanction for construction from appropriate authorities, as applicable.
- w) Obtain final building completion and /or occupation certificate and secure permission of municipality, fire department, defence authorities and any such other authorities as per the byelaws/laws/regulations/rules etc. for occupation of the building and refund of deposit if any, made by the SEFTI to the Municipality or any such other authority/Government Departments.
- x) Assist the SEFTI during inspection of work by the officials of the Forest Directorate prepare detailed reports to their observations and help rectification of the observations of officials, if any.
- y) Assist the Employer in all arbitration proceedings between the contractors and the Employer. The Architect also defends the Employer in such proceedings and prepares report/replies to the claims of the contractor.
- z) Advise the Employer well in advance regarding steps to be taken by the SEFTI to discharge Employer's responsibilities in execution of contract agreements and for smooth and speedy progress of work.

- aa) The Architect shall hold periodical review meetings (at least once in a fortnight) for smooth completion of work and attend meeting called by Forest Directorate Officials.
- bb) The Architect shall post as their representative one Civil Engineer (minimum qualification Diploma in Civil Engg.) having at least 3 years experience after diploma, at the site for day to day supervision, measurement of work and liaison with the Directorate. The Engineer shall be available at the site from the date of start of work to completion of work and finalization of contractors' bills. The architects will be considered as principal employer of the engineer for all purposes.
- cc) During planning stage, the Architects/representatives shall visit Directorate office SEFTI for finalization of plan, quantity estimates, rate analysis and tender documents or for any other purpose in connection with the work as required by the SEFTI.
- dd) During execution of the work, the Architects shall visit the site /office (minimum 1 visit in a fortnight and maximum as required at the site/SEFTI office) for inspection and quality surveillance, certification of contractors' bills, obtaining of commencement certificate, plinth level certificate as per the regulations of the local authorities, preparing other details and drawings as may be required.
- ee) The Architects shall submit Monthly Progress Reports (MPR) and Quarterly Progress Reports (QPR) in the templates prescribed by MoEF.
- ff) The architect shall visit the office of Municipality/Corporation and any other such authorities for approval of building plan, obtaining of commencement certificate, plinth level certificate, water supply connection, sewer connection, fire clearance, completion certificate, occupation certificate, or any other certificate required to be obtained as per Municipal authorities and or any other local authorities as per building byelaws/laws/rules/regulations etc. and obtain the same.
- gg) The architect shall enter into an agreement with the Employer in the prescribed form of agreement and abide by the provisions of the agreement.
- hh) The Architects shall be wholly responsible for the successful completion of the project in all respects consistent with safety and structural stability from the inception up to the handing over for occupation to the Directorate.
- ii) All services as stated above and as stated in the form of agreement and any other services connected with the works usually and normally rendered by the Architects but not referred to herein above.
- jj) The conditions of the tender document shall form part of the agreement.
- kk) The fees quoted by the architects shall include all the above mentioned services required to be provided by the architects in connection with this project.
- ll) In case of any dispute, the decision of the Forest Directorate will be final and binding on the Consultants/Firm/Organizations/Institutes.

**4. Place of execution :-**

At the Forestry Training Institute at SEFTI Campus, Dimapur. Experts will have to extensively tour to Dimapur/Kohima for execution of the assignments as per guideline given by SPMU from

time to time. Meetings and submission of reports will be done at SPMU office as well as field office in Dimapur.

**5. Expected period of duration :-**

One and a half years but it is subject to change :

**a) Planning Phase :**

The detailed project report along with design drawings and estimates is to be submitted within one months of award of the contract and signing of the agreement.

**b) Execution Phase :**

The general and regular supervision of the work will be done by respective experts as per the work schedule and as per direction of the authorities.

**6. Payment Schedule** will as per the guidelines of JICA and MOEF, Government of India and depending on the Government sanction as well as availability of the fund in the project. The details of payment schedule will be given in the agreement document.

**7. The Architect/Firm/Organization/Institute shall have to deposit Rs. 50, 000/- (Rupees Fifty Thousand )only, as Earnest Money by Demand Draft payable at Dimapur in the name of the Director, State Environment and Forestry Training Institute (SEFTI), Dimapur (Nagaland)-797112.” at the time of submission of tender.**

**8. In case of successful tenderer refusing to sign the agreement and take up the work within 15 days from the date of receipt of work order, the Earnest Money Deposit shall be forfeited. The Earnest Money Deposit of the un-successful bidders will be returned within a month.**

(Intiwabang)  
Director, SEFTI, Dimapur and Member Secretary, SPMU, Nagaland  
For and behalf of the Governor of Nagaland

**GOVERNMENT OF NAGALAND**  
**State Project Management Unit (SPMU), Nagaland**  
**State Environment and Forestry Training Institute**  
**(SEFTI), Dimapur (Nagaland)-797112.**

**FINANCIAL BID**

**TENDER FOR SELECTION OF ARCHITECT FOR CONSTRUCTION OF  
BUILDING OF SEFTI, DIMAPUR**

TENDER NOTICE NO. 01/NAGALAND/JICA/2013 OF April, 2013

**Basic Fee**

The particulars of fees quoted for providing professional services as per details in Technical Bid submitted in connection with construction of building of SEFTI, as under :-

<b>NAME OF THE  ARCHITECT/FIRM/  ORGANIZATION/INSTITUTE</b>	<hr style="border: none; border-top: 1px solid black; margin: 10px 0;"/> <hr style="border: none; border-top: 1px solid black; margin: 10px 0;"/>
<b>BASIC FEE</b>	<p>A) Planning Phase upto sanction of Building Plans by competent authority:-  _____ % (in words) _____  (percent) of the Estimated cost or Actual cost of the Project <i><b>which ever is less.</b></i></p> <p>B) Execution Phase up to completion of the project:-  _____ % (in words) _____  (percent) of the Actual cost of the Project</p>

1. The basic fee quoted is ***including income tax, service tax and all other taxes*** as applicable.
2. The basic fee quoted ***is including site visit charges*** and all services as stated in the Technical bid or the tender.

Place ::

Date ::

Signature of the Architect/Firm/Organization/Institute with seal



# Form TECH-2 : Consultant's Organization and Experience

## A – Consultant's Organization

[Provide here a brief (not more than two pages) description of the background and organization of the Consultant and, if applicable, each joint venture partner for the assignment]

## B – Consultant's Experience

*[using the format below, provide information on each assignment engaged in the past five years or on-going for which your firm and each joint venture partner for this assignment, was legally contracted either individually as a corporate services similar to the ones requested under this assignment. Consulting services similar to the one requested under this assignment may be*

- a) Infrastructure development projects that are implemented by several local implementing agencies in different localities in the country with supervision of the Executing Agency at the central level or state level (firms having experience in carrying out similar projects through JICA/ Central/ State schemes to be preferred)*
- b) Services may be project preparation, implementation management/supervision, or monitoring*

*Use not more than 20 pages]*

Assignment name :	Approx. value of the contract (in current Indian Rupee) :
Country : Location within country :	Duration of Assignment (months) :
Name of Client :	Total No. of man-months of the assignment :
Address of Client :	Approx. value of the services provided by your firm under the contract (in current Indian Rupee) :
Start date (month/year): Completion date (month/year)	No of professional man-months provided by the joint venture partners or Sub-Consultants :
Name of joint venture partner or sub-Consultants, if any :	Name of senior regular full-time employees or your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader) :
Narrative description of Project	

- 
- (a) Is currently employed under a contract or agreement of employment with the Consultant or the Sub-Consultant;*
  - (b) has been employed by the Consultant or the Sub-Consultant for the last 12 consecutive months preceding the date of submission of the Proposal;*
  - (c) is entitled to receive regular remuneration and benefits (e.g. social security, pension or medical contributions) from the Consultant or the Sub-Consultant; and*
  - (d) is engaged to work for the Consultant or the Sub-Consultant for the number of hours per day and days per year considered the norm for full-time employees in the country of employment or in the country in which the person is assigned.*
  - (e) Details furnished may be scrutinized from the records, if required.*

## **Form TECH-3 : Comments and Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be provided by the Client**

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### **A – On the Terms of Reference**

*[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding others, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your proposal.]*

### **B – On Counterpart Staff and Facilities**

*[Comment on counterpart staff and facilities to be provided by the Client according to Clause Reference 1.5 of the Data Sheet including administrative support, office space, local transportation, equipment, data, etc.]*

## Form TECH-4 : Description of Approach, Methodology and Work Plan for Performing the Assignment

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*[Technical approach, methodology and work plan are key components of Technical Proposal. The Consultant is suggested to present Technical Proposal (not more than 50 pages) inclusive of charts and diagrams) divided into the following three chapters:*

- a) *Technical Approach and Methodology*
- b) *Work Plan and*
- c) *Organization and Personnel*

- a) **Technical Approach and Methodology :** *In this chapter the Consultant should explain his understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output.*
- b) **Work Plan :** *In this chapter the Consultant should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan.*
- c) **Organization and Personnel:** *In this chapter the Consultant should propose the structure and composition of the Consultant's team. The Consultant should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support personnel. The Consultant shall also specify if the Consultant will be the lead firm in a joint venture or in an association with Sub-Consultants. For joint venture, the Consultant must attach a copy of the joint venture agreement.]*