

Request for Proposal

For

Architectural Consultants

For

Development of Smart Campus for IT/ITES in Madhya Pradesh

S.No.	Event Description	Date, Time and Venue
1	Sale of bid Document	From 22.07.2009 to 07.08.2009 upto 1700 hrs at MPSEDC Office
2	Pre-Proposal (Pre-bid) Meeting	01.08.2009 at 1130 hrs at MPSEDC Office
3	Bid Submission Date	10.08.2009 upto 1500 hrs at MPSEDC Office
4	Opening of Technical Bids	10.08.2009 at 1530 hrs at MPSEDC Office
5	Validity of Bids	180 days from the due date

By

Madhya Pradesh State Electronics Development Corporation Ltd
147, Zone-I, M.P.Nagar Bhopal

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Issued to

M.R. NO..... date.

Signature & Seal

Notice Inviting Request for Proposal (RFP)

Department of Information Technology Govt. of MP has entrusted M.P State Electronics Development Corporation Ltd. (A Govt of M.P.Undertaking) with responsibility of their forthcoming Projects of **“Development of the smart campus”** for IT/ITES industry at Bhopal & Gwalior under Group-01 and Jabalpur & Indore under group -02.

For the purpose of formulating appropriate, state of the art and marketable Architectural design and preparation of Detailed project report, securing building permissions & subsequent effective implementation and quality control management of the said Project(s) till its financial closure, MPSEDC is desirous of engaging **Architect(s)** under following two Groups:

Group-01: “Development of the smart campus” for IT/ITES industry at Bhopal & Gwalior

Group-02: “Development of the smart campus” for IT/ITES industry at Jabalpur & Indore

Request for Proposal (RFP) separately for each group are invited from reputed firms engaged in the field of Architecture.

Architect/firm who fulfill the following eligibility criteria may apply for any one or both groups but in separate RFP document.

Eligibility Criteria:-

1. Architect/firm should have at least 10 years of standing in the profession after registration with the Council of Architecture. In case of company or firm, at least one of the director or principals should be licensed architect registered with council of architecture as per Architects Act 1972 with minimum 10 years experience in the field of architecture and the company should be in existence in the field for 10 years.
2. Architect/firm should have in hand or have completed building projects and provided comprehensive architectural design services as principal consultant(s) for at least one relevant office/commercial/ IT building(s) project costing Rs.20.00 Crores or more in the last 5 years. Architect/Firm Should also has the relevant experience particularly in designing and detailing infrastructure required for office buildings for the use of Information Technology.

Agencies that fulfill the Eligibility criteria may obtain the RFP document from the office of MPSEDC by paying Rs 5000/-for each Group through Demand Draft / pay order of any scheduled Bank in favour of MPSEDC during the office hours on or before **07.08.09**

MPSEDC will not be responsible for any postal delay. A Pre-Proposal (Pre-bid) Conference shall be held **on 01.08.09 at 11.30 A.M.** in the office of MPSEDC and it shall be mandatory for every bidder to attend this Pre-Proposal (Pre-bid) Conference. A certificate shall be issued by the MPSEDC to each bidder who shall attend the Pre-Proposal (Pre-bid) Conference. The document can be viewed and down loaded from our official website **www.mpsedc.com** but the cost of the document in the form of Demand Draft should be accompanied with the Bid in a separate envelope otherwise the same will not be entertained. All future clarifications and corrigendum (s) shall be put on the official website. Duly filled in RFP Document are to be. The Qualified bidders shall be intimated the date, time and venue of opening the financial proposals.

MANAGING DIRECTOR

Letter of Invitation

To

Sir,

M P State Electronics Development Corporation (MPSEDC) is intending to launch a project **“Development of the smart campus”** for IT/ITES industry at Bhopal & Gwalior under Group-01 and Jabalpur & Indore under Group-02.

MPSEDC a Company registered under Companies Act, 1956 and fully owned by Government of Madhya Pradesh invites Applications for providing services of Architectural design and effective implementation & quality control management of the said Project (Group-01 and/or 02-) till its financial closure, in the form of Request of Proposals (RFP) from firms having following Eligibility criteria.:

1. Eligibility Criteria:-

- a Architect/firm should be well established in the field of providing Architectural design services for at least 10 years. In case of company or firm, at least one of the director or principals should be licensed architect registered with council of architecture as per Architects Act 1972 with minimum 10 years experience in the field of architecture and the company should be in existence in the field for 10 years
 - b Architects should have in hand or have completed building projects and provided comprehensive architectural design services as principal consultant(s) for at least one relevant office/commercial/ IT building(s) project costing Rs.20.00 Crores or more in the last 5 years. Architect/Firm Should also has the relevant experience particularly in designing and detailing infrastructure required for office buildings for the use of Information Technology.
2. RFP Document can be obtained for each group from the office of the M.P.S.E.D.C. by paying **Rs.5000/-** through demand draft/pay order of any nationalized / Scheduled Bank in favour of. M.P.S.E.D.C. payable at Bhopal during the office hours on or before 06.08.09 upto 1700 hrs. However, MPSEDC will not be responsible for any postal delay.

The document can also be viewed and down loaded from our official website, www.mpsehc.com but the cost of the document in the form of Demand Draft should be accompanied with the Bid in a separate envelope otherwise the same will not be entertained.

3 Earnest Money Deposit. (EMD)

Each proposal should accompany with EMD of **Rs.01 lacs (Rupees One lacs only)** in shape of DD from any scheduled / nationalized Bank in favour of MPSEDC payable at Bhopal.

4 Mode of submission of proposals.

Proposals should be submitted in three Envelopes as mentioned below:-

- (a) **Envelope-A** (Duly sealed) should contain:
- (i) **Cost of RFP document** in shape of Account Payee DD of any Scheduled Bank amounting to **Rs.5000/-** payable to MPSEDC, Bhopal (If downloaded from website).
 - (ii) **Earnest Money deposit (EMD) Rs. 1 lacs** in shape of Account Payee DD of any Nationalized/Scheduled Bank in favor of MPSEDC Ltd., payable at Bhopal.
 - (iii) **Certificate** issued by MPSEDC to the bidder who had attended the Pre-Proposal (Pre-bid) Conference.
- (b) **Envelope-B:** (Duly sealed): should contain Technical Proposal containing **Annexure-01 to Annexure-06 and Annexure-C** as mentioned in list of Annexure (duly filled up and supported with required documents) available with this RFP documents. Please also furnish full RFP document duly signed with stamp, in this envelope.
- (c) **Envelope-C:** (Duly sealed): should contain "Financial proposal" in standard format as per **Annexure-07**.

All the above three envelopes should be clearly marked on top of envelope about Group & type of Envelope (i.e.Group-01 or 02, A, B & C), details of contents in the Envelope (i.e. Cost of RFP Document, EMD/ Technical Proposal/ Financial Proposal)

Further all these three envelopes should be placed in the cover envelope duly marked Group-01 or 02, (as the case may be) on top right corner side and the Name & address of agency submitting the proposal on bottom left corner side and duly addressed to: -

**Managing Director,
MPSEDC
147, Zone-1, M.P.Nagar
Bhopal -462011
Ph 0755-2769814,18 FAX: 2769824
Web: www.mpsedc.com**

5. All correspondence, clearly marked "**Reference –Architect(s) for (Name of project) – Group-01 or 02**" (as applicable), may be addressed to:
- Managing Director,
MPSEDC
147, Zone-1, M.P.Nagar
Bhopal -462011
Ph 0755-2769814,18 FAX: 2769824
www.mpsedc.com**
6. MPSEDC will not be responsible for any delay, loss or non-receipt of any Application sent by post/ courier. All applications received after the deadline for submission, shall be summarily rejected. MPSEDC reserves the right to accept/ reject any or all applications without assigning any reason thereof.

7. In case, any Applicant needs further information about the project or inspection of any other document related to the project available with MPSEDC or wants to visit the site they are requested to contact the office of MD, MPSEDC.
8. Envelopes/packages containing the RFP shall be opened group wise in presence of the Applicant's representatives who choose to attend.
9. Neither GoMP nor MPSEDC shall be responsible for any costs or expenses incurred by the bidders in connection with the preparation and delivery of RFP, including costs and expenses related to visits to the site. MPSEDC reserves the rights to cancel, terminate, change or modify this procurement process and/or requirements of application stated in the RFP, without assigning any reason.
10. A Pre-Proposal (Pre-bid) Conference shall be held in the Office of MPSEDC Bhopal on **01.08.09** All queries related to the proposal /RFP document should be submitted in writing at least 3 days before the schedule date of the Pre-Proposal Conference. It shall be mandatory to every bidder to attend this Pre-Proposal (Pre-bid) Conference, failure to this the bid shall not be entertained.
11. The last date of submission of RFP for both the group is **10.08.09 upto 1500 hrs** and the Technical Bids for both groups shall be opened on **10.08.09 at 1530 hrs**.

In the event of the specified deadline for submission of applications being declared a Government holiday, the next official working day would be deemed as the last day for the submission of the applications and the date of opening of applications shall be accordingly modified

Managing Director

Schedule of Bidding Process

The probable Schedule of various events of the bidding process for both group-01 & 02 is as follows:-

S.No.	Event Description	Date
1	Sale of bid Document	From 22.07.2009 to 07.08.2009 upto 1700 hrs at MPSEDC Office
2	Pre-Proposal (Pre-bid) Meeting	01.08.2009 at 1130 hrs at MPSEDC Office
3	Bid Submission Date	10.08.2009 upto 1500 hrs at MPSEDC Office
4	Opening of Technical Bids	10.08.2009 at 1530 hrs at MPSEDC Office
5	Validity of Bids	180 days from the Date of Submission.

Abbreviations

MPSEDC.....	Madhya Pradesh State Electronics Development Corporation Limited.
ADS.....	Application Data Sheet.
APF.....	Application Forms
LIT.....	Pending Litigation Form
ELI.....	Eligibility Form
EXP.....	Experience Form
FIN.....	Financial Data Form
IFP.....	Invitation for Prequalification
ITA.....	Instructions to Applicants.
JV.....	Joint Venture
PQ.....	Prequalification
PQD.....	Prequalification Document
QLC.....	Qualification Criteria
SBD.....	Standard Bidding Document
SOC.....	Scope of Contract
SPD.....	Standard Procurement Document
SPQD.....	Standard Procurement Document for the Prequalification of Bidders
MEP.....	Mechanical, Electrical and Plumbing Services
Landscape.....	Includes Sqt scape & hardscape design
IT.....	Information Technology
ITES.....	Information Technology Enabled Services.
TA	Transaction Advisor

Disclaimer

The information contained in this Request for Proposal document ("RFP") or subsequently provided to Applicant (s), whether verbally or in documentary form or otherwise, by or on behalf of MPSEDC or any of its employees or advisors, is provided to Applicant(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by MPSEDC to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information to assist in the formulation of their application for qualification pursuant to this RFP (the "Application"). This RFP includes statements, which reflect various assumptions and assessments arrived at by MPSEDC in relation to the Project. Such assumptions and statements do not purport to contain all the information that each Applicant may require. This RFP may not be appropriate for all persons, and it is not possible for MPSEDC, their employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct and each Applicant should conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

MPSEDC, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant under any law, statute, rules or regulations or tort, principles or restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account or any thing contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption or information contained therein or deemed to form part of this RFP or arising in any way with pre-qualification of Applicants for participation in the Bidding Process.

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

The issue of this RFP does not imply that MPSEDC is bound to select and short-list pre-qualified Applications for Bid Stage or to appoint preferred bidder / sponsor or concessionaire, as the case may be, for the project and reserves the right to reject all or any of the Applications without assigning any reasons whatsoever.

INTRODUCTION

Project Brief

M.P. State Electronics Development Corporation is the agency of the Government of Madhya Pradesh working towards promotion & development of IT and e-governance in the state. It is the single-point of access to any IT business opportunity in Madhya Pradesh and encourages various players in the field of IT to come forward and invest in the state of Madhya Pradesh.

For the purpose lands have been allotted to MPSEDC (A Govt of M.P. Undertaking) in cities measuring 212 acres at Bhopal, 90 acres at Jabalpur & 25 acres at Gwalior. MPSEDC is desirous of developing campuses for the use of IT & ITES.

MPSEDC wishes to formulate above projects in consultation & Expertise of qualified architects. A Transaction Advisor (TA) shall also be appointed by the MPSEDC who shall advise the MPSEDC about the financial, marketing & Bidding aspects for selection of Co-Developer (CD). The project shall be subsequently co-developed by reputed Real-estate companies who possess the relevant experience and are in business of developing, marketing and (or) running similar infrastructure projects.

MPSEDC upon selection of architect will get designs & relevant documents prepared by architects, secure permissions from the Town & Country Planning, Local authority and other relevant agencies thereafter shall float the tenders for selection of co-developer. The co-developer shall be responsible for building construction, project management and marketing of the project till its financial closure.

1. General Terms and conditions

- (i) MPSEDC does not take any responsibility for the late receipt of proposal due to postal delay. Proposal submitted by Fax, E-mails or any other mode as specified shall be rejected.
- (ii) Proposal received without cost of RFP document, EMD and certificate of attending Pre-proposal (Pre-bid) conference shall not be opened. Proposals submitted should remain valid for a period of 180 days.
- (iii) **Envelope-A** containing EMD, certificate of attending Pre-proposal (Pre-bid) conference, cost of document and **Envelope-B** containing technical proposal shall be opened **on 10.08.2009 at 1530 hrs.** in presence of agencies who remain to choose present during opening procedure.
- (iv) **Envelope-C** containing financial proposal shall be opened for agencies that pre-qualify after technical evaluation of their technical proposals. The date, time and location of the opening of the Financial Proposal will be intimated to the qualified agencies. Marks obtained in technical evaluation shall also be declared prior to opening of financial Proposal.
- (v) Agencies that obtain less than 80% marks (48 marks) in technical evaluation against the mentioned maximum 60 marks for technical proposals, shall not be pre-qualified and financial proposal Envelope-"C" for those agencies shall not be opened and returned to the respective agencies.
- (vi) In-house department for Architectural services should be available with the agency with necessary council of Architecture Registration.

- (vii) The Earnest Money Deposit shall become liable for forfeiture in the event of the following:
 - a. If the Bidder withdraws his bid during the period of Bid Validity, or modifies his Bid within the validity period, or
 - b. If the Bidder refuses to accept the correction of errors in his Bid, or
 - c. If the successful bidder doesn't turn up for execution of agreement after approval of offers submitted by them.

- (viii) EMD of unsuccessful bidders shall be refunded to them after signing of the agreement with the successful bidder. Earnest Money of the successful bidder shall be refunded to the Agency after successful completion of services as per agreement and during the currency of the agreement, the same shall be treated as Performance Security.

- (ix) MPSEDC reserves right to accept or reject any or all proposals without giving or assigning any reason thereof.

- (x) Period for completion of Architectural Consultancy shall be till completion of work i.e. from the date of commencement of services to financial closure of the project.

- (xi) Financial closure stated above shall mean up to final completions of work awarded to Civil Contractor/Co-Developer.

- (xii) Date of commencement shall be from 7 days after signing the agreement with the M P State Electronic Development Corporation.

- (xiii) Agreement is enclosed at Annexure "A"

- (xiv) Scope of work is enclosed at Annexure "B"

- (xvi) Power of attorney for authorized signatory is enclosed at Annexure-"C"

- (xvii) The Architect shall submit the reports to the client in English language and documentations specified else where in this document.

- (xviii) The Architect shall commence the services within 7 calendar days after the client has given to the consultant notice to proceed.

- (xix) The Architect shall at all times ensure that an authorized service coordinator shall be available during the currency of services to co-ordinate with the client, who shall be responsible for liaison between the Architect -consultant and the client.

- (xx) MP State Electronics Development Corporation reserves right to reject the proposal / s without assigning any reason thereof.

- (xxi) Standard formats should not be altered in any case.

- (xxii) Fee quoted by consultant for Architectural services shall be calculated on a project cost of **Rs 25 crores** for each city. Any increase or decrease in project cost shall be adhered for final basis for fee calculation. Cost of Project of a particular group shall be worked out as per actual execution at sites. However, Architect-consultant shall carry out planning of Architectural services for complete project. Detailed drawings and

details, DPR shall be for approximately **Rs. 25 Crores** (i.e. Rs 25 crores project cost for each work under a group) which may increase or decrease.

- (xxiii) Upon successful selection of Co-Developer, It will be on sole discretion of the MPSEDC/Co-Developer to take up the additional services of the architect for detailed construction documentations including working drawings, details, structural designs, services designs and other documents as shall be required for construction of the project and if so desired, an additional fee for the same shall be payable to the architect on mutually agreed terms in accordance to the prevailing norms of the council of architecture but the same shall be borne by the co- developer.
- (xxiv) Further after securing the building permissions, if the MPSEDC/Co-developer wishes to make major changes in design the Co-developer shall bear the architects' expenses for the same and MPSEDC shall have no responsibility in this regard.
- (xxv) Further MPSEDC/Co-developer if decides to discard the proposed design or decide not to engage further the services of the Architect for the effective implementation & quality control management, MPSEDC shall reserve the rights to terminate the contract. In such a circumstances the architect shall have no rights for any type of claims except for the copyright of the design and fee payable against the stage of the services those already been rendered by the architect, up to the date of early termination of contract.
- (xxvi) The bids shall be evaluated on the 60:40 basis i.e.

	Weight age
Technical Proposal	60%
Financial Proposal	40% i.e. (30%+10%)

- (xxvii) The brief details of evaluation criteria for Technical Proposal are as under: -

SN	Criteria	Max. Marks
	Technical Proposal (60 Marks)	
	Year of Establishment	5
	Below 10 year	0Marks
	10 Years to 12 yrs	3 Marks
	More than 12 yrs	5 Marks
	Experience In Similar Assignments	20
	Architectural Services for office/commercial/IT building(s)	
	1. One Project (i.e. of an office/commercial/ IT building(s) project costing Rs.20.00 Crores or more completed in last 5 years)	15 Marks
	2. Two Projects (i.e. Experience of designing & detailing of infrastructure required for IT park or office buildings for the use of Information Technology in addition to 1 above)	18 Marks

3. Three or more Projects (i.e. Experience of designing & detailing of infrastructure required for IT park or office buildings for the use of Information Technology in addition to 1 above)		20 Marks	
Qualifications And Experience of Key Personnel of the agency.			20
Average Annual Turnover (Turnover in term of Architectural services fees would only be considered)			5
Below 20 lacs	0Mark		
20-35 lacs	2 Marks		
35-70 lacs	4 Marks		
Above 70 lacs	5 Marks		
Architectural Design Concept and Methodology			10
Financial Proposal Weight age		(40 Marks)	
1.Fee quoted for Architectural design services & DPR	Max 30Marks		40
2.Fee quoted for effective implementation & quality control management	Max 10Marks		
Grand Total			100

(xxviii) The weight age of various Key Personnel assumed to be required for the project development and evaluation criteria is as under:

S.No.	Position	Number	Maximum Marks		
			Qualification	Project Related Experience	Total
1	Chief –Architects (Consultant)	01	3	7	10
2.	Asstt. Architects	03-05	1	3	4
3.	Civil Engineers/structural designers	01	1	3	4
4.	Other Staff MEP, Landscape & IT services consultants	03-05	1	1	2
	Total		6	14	20

LIST OF ANNEXURES

Annexure	Particulars	Mode of submission
Annexure: A	Agreement	
Annexure: B	Scope of Service of Architect(s) Annexure-B-I to B-IV	
Annexure: 1	Profile of Organization	Technical Proposal Envelope "B"
Annexure: 1.1	Agency Registration certificate	Technical Proposal Envelope "B"
Annexure: 2	Financial Status of The Organization	Technical Proposal Envelope "B"
Annexure: 3	List of Ongoing/ Executed Projects	Technical Proposal Envelope "B"
Annexure: 3.1	Key Assignments Handled	Technical Proposal Envelope "B"
Annexure: 4	Approaches And Methodology	Technical Proposal Envelope "B"
Annexure: 5	Qualification & Experience of Key Personnel	Technical Proposal Envelope "B"
Annexure: 5.1	Format of Bio Data of Personnel	Technical Proposal Envelope "B"
Annexure: 6	Evaluation Criteria	Technical Proposal Envelope "B"
Annexure: C	Power of Attorney For Authorized Signatory	Technical Proposal Envelope "B"
Annexure: 7	Financial Proposals	Financial Proposal Envelope "C"

Note: Please submit full RFP document from Page 1 to 43 duly signed and stamped in Envelope-B as a token of acceptance of terms and conditions.

AGREEMENT

THIS AGREEMENT made as on the (Insert DD/MM/YYYY) **BETWEEN MP STATE ELETRONICS DEVELOPMENT CORPORATION LTD.** through its **Managing Director** having its registered office at 147 M.P. NAGAR, Bhopal (M.P) hereinafter referred to either as the **MPSEDC** or **Client**, which expression shall unless it be repugnant to the context or meaning thereof be deemed to mean and include its successors and assigns of the ONE PART.

And

(Name of Agency / Address) hereinafter referred to as the **Architect(s)**, which expression shall unless it be repugnant to the context or meaning thereof be deemed to mean and include its successors and assigns of the OTHER PART.

- I. Whereas M P State Electronics Development Corporation (MPSEDC) is intending to launch a project "**Development of smart campus**" for IT Institutes/ITES with a co-developer at Bhopal & Gwalior under group-01 and Jabalpur & Indore under group-02, for the purpose of providing services of Architectural design, preparation of Detailed project report and effective implementation & quality control management of the said project till its financial closure, MPSEDC is desirous of engaging an **Architect(s)** for the said Group-01 and/or 02.

Financial closure refers to till the project is completed by the co-developer and completion certificate is given in this regard.

- II. And Whereas **Architect (s)** (Insert name of Agency) is agreeable to render such services related to and described in scope of work as per Annexure B and is also agreeable to undertake the said services on the terms and conditions appearing hereinafter.
- III. And Whereas MPSEDC has agreed to engage (Insert name of agency) as the **Architect(s)** on the terms and conditions, hereinafter appearing.

NOW THIS AGREEMENT WITNESSETH AND IT IS HEREBY MUTUALLY AGREED BY AND BETWEEN THE PARTIES, HERE TO AS FOLLOWS:

MPSEDC hereby appoints (Insert name of agency) as **Architect(s)** for the Group..... of the said Project.

And (Insert name of agency), hereby accepts the said appointment on the following terms and conditions.

This Agreement consists of 8 Articles, including Annexure listed in Article one and appended hereto

ARTICLE ONE

LIST OF ANNEXURES

Annexure-A	-	Agreement
Annexure-B		Scope of Services for Architect(s) providing services of Architectural design, preparation of DPR and effective implementation & quality control management of the said Project till its financial closure
Annexure-B.I	-	Salient Features of the Project
Annexure-B. II	-	Professional Fees and Terms of Payment
Annexure-B.III	-	Reimbursable Expenses
Financial Proposal Submitted by the Bidder		
Technical Proposal submitted by the Bidder		
RFP	-	From Page 1 to 43 with other supporting documents.

ARTICLE TWO

SCHEDULE

- 2.1 **Architect(s)** shall carry out geotechnical investigation, Contour survey of the site and commence the architectural planning of layout and buildings immediately after executing agreement. **Architect(s)** shall provide services as per the contracted scope of work on top priority.
- 2.2 In the event of any work over and above the defined scope of work in Annexure-B of the Contract, **Architect(s)** may be asked to carry out such extra work under the same terms and conditions, however, the additional fee and the time extension shall be mutually agreed upon.
- 2.3 **Architect(s)** shall, in consultation with the Client prepare a Time Schedule in respect of various services to be rendered and discharge of Client's obligations.

ARTICLE THREE

INDEMNIFICATION/ OWNERSHIP OF COPYRIGHT

3.1 Indemnification:

In the event that a claim or suit is brought against the Architect(s) by any third party for damages arising from personal injury or property damage caused wholly by the Client, or anyone employed by the Client, or anyone for whose acts the Client may be held responsible, then the Client shall indemnify the Architect and fully reimburse any loss, damage or expenses, including the attorney's fees, which the Architect may incur in connection therewith.

3.2 Ownership of Copyright:

Architectural design is an intellectual property of the Architect(s). The drawings, specifications, documents and models as instruments of service shall be the property of the Architect(s) whether the project, for which they are made, is executed or not. The Client shall retain copies of the Architect's models, drawings, specifications and other documents for his information and use in connection with the project. These shall not be used for any other project by the Client or any other person, except for the repetition as stipulated in the Scale of Charges.

ARTICLE FOUR

CLIENT'S ROLE AND RESPONSIBILITIES

The Client shall discharge all his obligations connected with the project and engagement of the Architect(s) as follows:

- 4.1 To provide detailed requirements of the project.
- 4.2 To provide property lease/ ownership documents.
- 4.3 To provide a site plan, to a suitable scale, showing boundaries, existing physical features including any existing roads, paths, trees, existing structures, existing service and utility lines and such lines to which the proposed service can be connected
- 4.4 To pay all the fees, levies, security deposits in respect of statutory sanction.
- 4.5 To give effect to the professional advice of the Architect(s) and cause no changes in the drawings and documents without the consent of the Architect.
- 4.6 To honour Architect's bills within 10 days of its submission.

ARTICLE FIVE

EXECUTION OF THE ASSIGNMENT

- 5.1 **Architect(s)** shall keep the Client informed about the progress of work in his office.
- 5.2 **Architect(s)** shall appoint specialized consultants in consultation with the Client, if necessary.
- 5.3 **Architect(s)** shall be responsible for the direction and integration of the co-developer's work. The Co-developer, however, shall be fully responsible for the calculations, the detailed design and periodic inspection and evaluation of the work entrusted to them. The **Architect(s)** shall, if requested, make available the design calculations.
- 5.4 **Architect(s)** will advise the Client on the Time Schedule (Bar Chart/PERT/ CPM Network) prepared by the Co-developer/contractors for the completion of work, if required.
- 5.5 **Architect(s)** shall not make any deviations, alterations or omissions from the approved drawings, involving financial implications without prior consent of the Client.
- 5.6 **Architect(s)** shall exercise all reasonable skill, care and diligence in the discharge of his duties and shall exercise such general superintendence and inspection as may be necessary to ensure that works are being executed in accordance with the Conditions of Contract.

ARTICLE SIX

ARBITRATION AND JURISDICTION

6.1 Arbitration

The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this contract or the interpretation thereof.

Any dispute between the Parties as to matters arising pursuant to this Contract which cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement may be submitted by either Party for settlement in accordance with the provisions of Madhya Pradesh Madhyastham Adhikaran Adhinyam, 1983 and as amended upto date.

6.2 Jurisdiction

The Courts at Bhopal shall have the jurisdiction.

ARTICLE SEVEN

TERMINATION OR ABANDONMENT

- 7.1** The Agreement shall stand terminated on the completion of the services at financial closure of project.
- 7.2** In the event of either MPSEDC/Co-developer decides not to take the further services of Architect(s) or any of the services rendered by (Insert name of **Architect(s) / Firm**) is found to be unsatisfactory, M P State Electronic Development Corporation reserves the right to terminate the contract at any stage with a mutually acceptable notice period (minimum 30 days) during the currency of the contract. However, in the event of such premature termination of the contract MPSEDC will pay all dues and payments for the work carried out till the date of termination of Architect(s), as per this contract.
- 7.3** If MPSEDC abandon the whole or part of that work for which clearance has been given for final project of work, Architect(s) shall be entitled to:
- a. All payments which MPSEDC are required to make to Architect(s) under this Agreement on or before the date on which such abandonment is known to.
 - b. All payments in respect of services provided by Architect(s) whether such work is completed or incomplete at project site.

ARTICLE EIGHT

GENERAL

- 8.1** Any terms not laid down which may arise out of this Agreement will be dealt with in accordance with the rule & regulation of Indian Institute of Architects and/or Professional Rules and Practice of Association of Consulting Engineers, India.
- 8.2** This agreement will remain in force for a period, from the date of signing of the contract to the completion of the Project till its financial closure.

IN WITNESS WHEREOF M P State Electronics Development Corporation Ltd. (Client) and (Insert name Architect(s)) hereto by representatives duly authorized have executed this agreement as of the date herein above set fourth in English Language.

Signed for and on behalf of:

For M P State Electronic Development Corporation Ltd

For (Architect(s))

Date:

Date:

Place:

Place:

In the presence of:

Witness:

1.

2.

ANNEXURE "B"

SCOPE OF SERVICES FOR ARCHITECT(S)

SCOPE OF SERVICES

PART-"A I" -ARCHITECTURAL DESIGN

Part- AI PRELIMINARY ARCHITECTURAL DESIGN:

- A1.1** Taking client's instructions and preparation of design brief.
- A1.2** Geotechnical investigation of site, contour survey, site evaluation, analysis and impact of existing and / or proposed development on its immediate environs, market analysis for appropriate building design.
- A1.3** Preliminary design and site development.
- A1.4** Provision of Sanitary, plumbing, drainage, water supply and sewerage and their preliminary design.
- A1.5** Provision of Electrical, electronic, communication systems and their preliminary design.
- A1.6** Provision of Heating, ventilation and air conditioning design (HVAC) and other mechanical systems and their preliminary design
- A1.7** Elevators, escalators, etc.
- A1.8** Provision of Fire detection, Fire protection and Security systems designs etc. and their preliminary design
- A1.9** Preliminary submission of the concept plan for client's approval, which includes the following:
 - A1.9.1** Site plan clearly indicating site amenities, basic landscaping components, parking, location of buildings, entrances & exists, existing and proposed site utilities
 - A1.9.2** Conceptual Building floor Plans in relevant scale & detail so as to clearly show the floor areas, tentative position of structural elements, and all major building services provision.
 - A1.9.3** Statement of areas, leasable and non leasable areas
 - A1.9.4** Stage I estimate of cost (phase wise and component wise)
 - A1.9.5** Preliminary viability estimate enumerating tentative revenue generation.

PART-“A II”- FINAL SUBMISSION UNDER PART “A”

A2.1 After getting examined the preliminary concept plan by MPSEDC; Architect shall incorporate the suggestions made by MPSEDC and/or transaction advisor and submit the plans for MPSEDC’s final approval.

This final submission shall consist of:

A2.1.1 Detailed architectural design and visual presentation by the architect containing the following:

- a) Coloured presentation floor plans in hard and soft copies
- b) Building aerial perspective view
- c) Campus perspective view from major sides and highlighting major architectural features of the building

A2.1.2 Detailed project report (DPR) containing the following:

- a) Architectural design presentation
- b) Compliance report to all relevant Provisions, Policies and bye laws i.e. IT Policies, Provisions of Town & Country Planning and Local authority
- c) Detailed estimate of cost for buildings and site development
- d) Outline specifications for all items of work
- e) Proposed Construction schedule
- f) Other items of work as required by MPSEDC for clarification of design, cost, timelines etc.

PART-“A III”-BUILDING PERMISSION AND APPROVALS

A3.1 Architect will secure all the necessary permissions from T&CP and Local authority on MPSEDC behalf and submit the original copies of all the permissions to MPSEDC.

A3.2 All expenses incurred in securing the necessary permissions shall be borne by the Architect. The MPSEDC shall pay only the necessary fees, levies, security deposits in respect of statutory sanction.

Note (1): Submission of all drawings shall be provided to MPSEDC in original tracing with 5 sheets of blue print and in Soft Copy.

Note (2): Submission of DPR shall be provided to MPSEDC in five hard copies and in Soft Copy as well.

PART “B”- Implementation & quality control management (Construction Stage)

In normal course the role of the architect during construction stage shall be advisory to MPSEDC on:

- 1) Co-Developer’s design changes (if any) and their subsequent detailed construction documents
- 2) Developers cost and other technical statements for Accuracy and technical adherence to requisite norms
- 3) Monitor construction progress and advise MPSEDC for adherence to construction schedules
- 4) Monitor and audit construction quality and advice MPSEDC for adherence to bid and agreement norms of co developer.
- 5) Examining and submitting reports on scrutiny of any other documents/technical issues as may be required by MPSEDC during construction of the project.
- 6) Checking & modification of As built drawing submitted by the co-developer and forwarding it to MPSEDC after making all necessary corrections.

3. SCHEDULE OF SERVICES:

The Architect(s) shall, after taking instructions from the MPSEDC (Client), render the following services:

PART-“A” ARCHITECTURAL SERVICES:

DATA COLLECTION [STAGE 1]:

- 2.01** Prepare report on geotechnical investigation, contour survey and site evaluation, state of existing buildings, if any; and analysis and impact of existing and / or proposed development on its immediate environs, market analysis for appropriate building designs suitable for marketing to IT companies.
- 2.02** Ascertain Client's requirements, examine site constraints & potential; for preparing a preliminary Conceptual design as per IT Policy, Provisions of Town & Country Planning and Byelaws of Municipal Corporation with preliminary estimate of costs for Client's approval.

SUBMISSION OF PRELIMINARY DESIGN AND DRAWINGS [STAGE 2]:

- 2.03** Prepare & submits the concept plan which includes the following:
 - 1) Site plan clearly indicating site amenities, basic landscaping components, parking, location of buildings, entrances & exists, existing and proposed site utilities
 - 2) Conceptual Building floor Plans in relavant scale & detail so as to clearly show the floor areas, tentative position of structural elements, and all major building services provision
 - 3) Statement of areas, leasable and non leasable areas

- 4) Phase and component wise Stage-I estimate of cost
- 5) Preliminary viability estimate enumerating tentative revenue generation

DRAWINGS FOR CLIENT'S/ STATUTORY APPROVALS [STAGE 3]:

- 2.04 After getting examined the preliminary concept plan by MPSEDC/ Transaction advisor, Architect shall incorporate the suggestions made by him and submit the Detailed architectural design and visual presentation containing the following for MPSEDC's final approval:
- a) Coloured presentation floor plans in hard and soft copies
 - b) Building aerial perspective view
 - c) Campus perspective view from major sides and highlighting major architectural features of the building
- 2.05 In accordance to the approved concept plan prepare drawings necessary for statutory approvals and ensure in compliance with codes, standards and legislation, as applicable and secure the statutory approvals thereof, on behalf of the MPSEDC.

FINAL SUBMISSIONS UNDER PART "A" [STAGE 4]:

- 2.06 Preparation and submission of DPR consisting of the following:
- a. Geotechnical investigation and Contour survey sheet/datas.
 - b. Architectural design presentation
 - c. Compliance report to all relevant policies, provisions & bye laws as per applicable norms.
 - d. Detailed estimate of cost for buildings and site development
 - e. Outline specifications for all items of work
 - f. Proposed Construction schedule
 - g. Other items of work as required by MPSEDC for clarification of design, cost, timelines etc.
 - h. T&CP and Local authority's permissions copy in original.

PART-"B" Project implementation & Quality control Managements [STAGE 5]:

- 2.06 Prepare working drawings, structural designs if desired by the MPSEDC/Co-developer (This service shall be paid in addition to normal quoted fee, the additional fee shall be mutually decided between the Architect and Co-developer and shall be born by the Co-developer only, as clarified elsewhere)
- 2.07 The role of architect during construction stage shall be advisory to MPSEDC on following:
- A) Co-Developer's design changes (if any) and their subsequent detailed construction documents

- B) Developers cost and other technical statements for Accuracy and technical adherence to requisite norms
- C) Visit the site of work, at intervals mutually agreed upon, to inspect and evaluate the Construction Works and where necessary clarify any decision, offer interpretation of the drawings/specifications, attend conferences and meetings to ensure that the project proceeds generally in accordance with the conditions of contract and keep the Client informed and render advice on actions, if required
- D) Monitor construction progress and advise MPSEDC for adherence to construction schedules
- E) Monitor and audit construction quality and advice MPSEDC for adherence to bid and agreement norms of co-developer.
- F) Approve samples of various elements and components
- G) Examining and submitting reports on scrutiny of any other documents/technical issues as may be required by MPSEDC during construction of the project.
- H) Issue Certificate of Virtual Completion of works.
- I) Issue Certificate of Final Completion of works and as built drawings

Time Schedule shall be as under:-

For Architectural Services (Till financial closure)

1.	Date of signing Architect(s) agreement after issuing of LOA	7 Days
2.	Submission of preliminary Concept plan by ARCHITECT(S)	30 Days
3.	Appointment of the Transaction advisor by MPSEDC	30 Days
4.	Approval/Suggestion by MPSEDC/Transaction advisor on preliminary concept plan	35 Days
5.	Submission of Final Plan/Visual presentation by ARCHITECT(S)	45 Days
6.	Approval of final Plan by MPSEDC	50 Days
7.	Obtaining T&CP's approval by ARCHITECT(S)	65 Days
8.	Obtaining approvals from the Local authority	80 Days
9.	Submission of DPR	90 Days
10.	Appointment of Co-developer by the MPSEDC	120 Days

ANNEXURE-B (I)

SALIENT FEATURES OF THE PROJECT

Department of Information Technology Govt. of MP has entrusted M.P State Electronic Development Corporation Ltd. with responsibility of formulating of their forthcoming project **“Development of Smart Campus” for IT/ITES at Bhopal, Gwalior, Jabalpur and Indore** including onsite infrastructure development and water supply, sewage, internal & external electrification, HVAC, Network cables for telephone and computers, intelligent electronic security system, Fire alarm system, Fire hydrant, sewage treatment plant, rainwater harvesting etc. but does not include equipments for facility of its prime function/ set up. In this regard, services of Architect-Consultant are desired. Architectural Consultancy shall be for complete project requirement as per MPSEDC requirements and guidelines and shall be for estimated Project cost of Rs. 25 crores for each site (city) However the Final project cost shall be worked out as per execution of work at sites.

Project cost does not include Land cost and Cost of equipments and Machineries. Only construction cost shall be liable for calculations, calculating fee of ARCHITECT(S) .Any increase or decrease in project cost shall be taken in to account for fee calculation.

PROFESSIONAL FEES AND TERMS OF PAYMENT FEE

For the Architectural services details in Annexure-B, M.P. State Electronics Development Corporation Ltd. agrees to pay Architect(s) as per the Financial Proposal submitted by them. The Architect(s) is required to quote rates in terms of percentage (%) of the Project Cost and to be mentioned in the Prescribed Form for Financial Proposal. It is however, clarified that minimum fees calculated on the project cost of Rs 25.00 Crores shall be payable to the ARCHITECT(S) under Part “A” (for each site/city) even if the value of work executed by the Co-Developer is less than this amount. It is further clarified that upon successful selection of Co- Developer, It will be on sole discretion of the MPSEDC to take up the additional services of the architect for detailed construction documentation including working drawings, details, structural designs, services designs and other documents as shall be required for construction of the project, if so desired, an additional fee for the same shall be payable to the architect on mutually agreed terms in accordance to the prevailing norms of the council of architecture but the same shall be borne by the co- developer.

Further after securing the building permissions if the MPSEDC/Co-developer wishes to make major changes in design the Co-developer shall bear the architects’ expenses for the same and MPSEDC shall have no responsibility.

Further MPSEDC/Co-developer if decide to discard whole the proposed design or decide not to engage further the services of the Architect for the effective implementation & quality control management, thereby leading to termination of his contract, In such a circumstances the architect shall have no rights for any type of claims except the copyright for the design and fee payable against the stage of the services those already been rendered by the architect till the date of termination of contract..

Otherwise in normal course the Architect(s) fee under Part “B” shall be calculated/ adjusted on the final project cost...

The final project cost shall be the aggregated value of work executed by the Co-Developer for completion of the Project.

Architect's fee includes all payments to be made by it to its staff including salary allowances and living expenses, and office stationary used for this assignment.

Service Tax as per prevailing rates shall also be payable in addition to the quoted fee.

Terms of Payment:

Payment Schedule

	STAGE(S)	FEE PAYABLE
PART "A"	Retainer On appointment/ Signing of Agreement/ Acceptance of offer.	5% of the fee quoted by the Architect(s)
	Stage1 On submission of preliminary designs and drawings	30% of the fee quoted by the Architect(s) for Part-A
	Stage 2 1. On incorporating Client's suggestions and submitting drawings for approval from the Client/ statutory authorities and secures the same 2. Upon securing Building Permission/ approval from Municipal Corporation/ relevant Authorities whatever applicable b. On Submitting DPR	60% of the total fees payable (for Part-A) less payment already made at Stages 1. 75% of the total fees payable (for Part-A) less payment already made at Stages 2 (1). 100% of the total fees payable (for Part-A) less payment already made at stage 2(2).
PART "B"	Stage 1 a. On submitting working drawings and details required for commencement of work at site (if desired so by the Co-developer). b. i. On completion of 20% of the work ii. On completion of 50% of the work iii. On completion of 80% of the work iv. On completion of 80% of the work. On Virtual Completion	Fees as mutually decided between the Architect and Co-developer and shall be paid by the Co-developer separately. 20% of the total fees payable for part "B" 50% of the total fees payable for part "B" less payment already made at Stages 1 b (i). 70% of the total fees payable for part "B" less payment already made at Stages 1 b (ii). 85% of the total fees payable for part "B" less payment already made at Stages 1b (iii). 100% of the total fees payable less payment already made at Stages 1 a to b

	(iv) and the final adjustment if any.
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Note: Project cost does not include cost of land, capitalized interest, cost of equipments or any other work that is not included in civil work.

ANNEXURE -B- (III)

REIMBURSABLE EXPENSES

M P State Electronics Development Corporation Ltd. shall reimburse (in addition to the fee) as follows:

1. When the MPSEDC asks/calls the Architect(s) in writing to visit the place of work site / other places for attending the meetings & conferences, conducting study tours on MPSEDC's behalf, in all such cases actual toward the following for the Architect(s), their Specialists and representatives:
 - (a) To and fro Airfare or 1st Class A/c train fare for any visit of the Architect(s) or his representatives.
 - (b) Architect, his specialist or representative will be paid lodging and boarding as per TA/DA rules of M.P.S.E.D.C for its class 1 officer.

ANNEXURE - B-(IV)

SITE OFFICE AND FACILITIES

The ARCHITECT(S) is required to keep a liaison office with minimum required support/ infrastructure (as described below) at Bhopal/Gwalior, Jabalpur and Indore, shall be maintained during the tenure of the contract.

- o Fully furnished secured self contained Branch office of suitable useable area in the city where project is located.
- o Fax and Telephone system, E-mail services
- o Computers – (Minimum 2 Nos.) of required configuration
- o Bubble Jet Printer (Minimum 1 No)
- o Photocopying machine (Minimum 1 No)

***Note:** - The necessary clause related to the provision and maintaining of Site Office and other facilities as above for Architect(S) shall be incorporated in the scope of the civil contractor.*

FORMAT FOR POWER OF ATTORNEY FOR SIGNING OF

APPLICATION

Power of Attorney

Know all men by these presents, we (name and address of the registered office) do hereby constitute, appoint and authorize Mr/Ms (name and residential address) who is presently employed with us and holding the position of..... as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid for the ARCHITECT(S) and Architecture services, for (Insert name of the Project) of MP State Electronics Development Corporation, in the country of India, including signing and submission of all documents and providing information / responses to MPSEDC, representing us in all matters before MPSEDC, and generally dealing with MPSEDC in all matters in connection with our proposal for the said study/consultancy.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For _____

Accepted

(Signature)
(Name, Title, and Address)
of the Attorney

Note:

(1) The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.

ANNEXURE-1

PROFILE OF ORGANISATION

- 1.1. Name of Firm
- 1.2. Postal Address, Tel nos., Fax, Email, Web Site.
- 1.3. Status of Firm: Proprietary/ Partnership/ Pvt. Ltd. (support with documents)
- 1.4. Year of Establishment
- 1.5. Activities/Services Offered
- 1.6. Name of the Principal/ Head of Organization

Encl: - a. b.

Place

Date

Signature of authorized signatory

Seal

ANNEXURE-1.1

A. Agency Registration certificate

B. Council of Architecture Registration Certificate

Note: Attach the copy of Certificates.

Signature of authorized signatory

Seal

ANNEXURE-2

FINANCIAL STATUS OF ORGANISATION

2.1 Name of Organization

2.2 Bankers (Name and Postal address Tel. No.).

2.3 Capital

2.3.1 Authorized

2.3.2 Issued, subscribed and Paid up

2.4 Financial turnover of agency for last three years. (Attach documents in support)

SN	Financial Year	Turn Over (Rs. in lacs)
1.	2007-08	
2.	2006-07	
3.	2005-06	
Average Annual Turnover		

Note: *Turnover shall be considered only for the consulting services for last 3 years.*

2.5 Audited Balance sheets and Profit and loss a/c along with schedule forming part of it for the last 3 years (please enclose certified copies from Chartered Accountant)

2.6 Have you been declared bankrupt? If so please give details separately.

Encl: - a.

b.

Place

Date

Signature of authorized signatory

Seal

LIST OF ONGOING/EXECUTED PROJECTS

Please list the relevant experience in the manner listed below. You must provide further details assignments in the format as provided in Annexure 3.1 separately. Please stress on your experience in handling the consultancy pertaining to the Architectural Services cum Project Management Consultancy Services related to important project during last 5 years.

Period	Work Executed	Client details	Brief Description
2008-09			
2007-08			
2006-07			
2005-06			
2004-05			

Note: Please enclose completion certificate from the concerning clients for which above services are provided as well as the other supporting documents like copy of the Agreement/Work order etc.

Place

Signature of authorized signatory

Date

Seal

KEY ASSIGNMENTS HANDLED

Project Name	Country:
Project Location within Country:	
Name of Client:	
Project Cost:	Consultancy Fee:
Start Date (Month/Year):	Completion Date (Month/Year):
Name of associated firm(s) if any:	No. of Person-months of professional staff provided by associated firm(s):
Name of Senior Staff (Project Director/ Coordinator, Team Leader) involved and Functions performed: 1) 2) 3) 4)	
Detailed Narrative Description of Project:	
Detailed Description of Actual Services provided by our Company:	

Place
Dated Signature of authorized signatory

Seal

ANNEXURE- 4

ARCHITECTURAL DESIGN CONCEPT AND METHODOLOGY

Please detail the Approach and Methodology for providing Architecture Services to undertake and fulfill the objectives of consultancy services.

Place Date

Signature of authorized signatory

Seal

ANNEXURE-5

Qualification & Experience of Key Personnel

The Minimum Qualification and Experience of Key Personnel are as follows:

Name of key professional	Qualification	Experience
Chief Architect (Consultant)	Bachelor Degree in Architecture	Should have at least 10 years of relevant Architectural work experience with an experience of designing, detailing of infrastructure and handling at least one IT related office building project costing not less than Rs.10.00 Crores of similar nature and two commercial/Educational building projects costing Rs 10.00 Crores or more.
Asstt. Architect	Bachelor Degree in Architecture	Should have at least 7 years experience in architectural work with an experience of handling at least one IT/commercial/Educational building Project costing not less than Rs.10.00 Crores.
Civil Engineers/structural designers	Bachelors Degree in Civil Engineering.	Should have atleast 15 years experience in construction of Buildings with an experience of handling at least one IT/commercial/Educational building Project costing not less than Rs.10.00 Crores.
Other Staff MEP, Landscape & IT services consultants	Relevant qualification of their field	Should have atleast 5 years experience in the relevant field with an experience of handling at least one Project costing not less than Rs.2.00 Crores of similar nature.

Note: Bio data of Key Personnel to be given in annexure 5.1 separate for each person.

FORMAT OF BIO DATA

1. Proposed Position :
2. Name of Staff :
3. Address :
4. Date of Birth :
5. Education :
6. Membership of Professional Institutions :
7. Employment Record :
 - i. From..... To....
 - ii. Name of Employer.....
 - iii. Project Name & its location
 - iv. Position Held.....
 - v. Cost of Project.
8. Detailed Tasks Assigned
9. Work undertaken that Best Illustrates capability to handle the Tasks assigned.
10. Certification:

I, the undersigned, certify to the best of my knowledge and belief-

- i. This Bio Data correctly describes my qualifications and my experience,
- ii. I am not employed by the Executing/ Implementing Agency.

I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

(Signature)

EVALUATION CRITERIA

The bids shall be evaluated on the 60:40 basis i.e.

Technical Proposal	Weightage 60%
Financial Proposal	40% i.e. (30%+10%)

The brief details of evaluation criteria for Technical/Financial Proposal are as under:

SN	Criteria	Max. Marks
	Technical Proposal (60 Marks)	
	Year of Establishment	5
	Below 10 year	0Marks
	10 Years to 12 yrs	3 Marks
	More than 12 yrs	5 Marks
	Experience In Similar Assignments	20
	Architectural Services for office/commercial/IT building(s)	
	2. One Project (i.e. of an office/commercial/ IT building(s) project costing Rs.20.00 Crores or more completed in last 5 years)	15 Marks
	2. Two Projects (i.e. Experience of designing & detailing of infrastructure required for IT park or office buildings for the use of Information Technology in addition to 1 above)	18 Marks
	3. Three or more Projects (i.e. Experience of designing & detailing of infrastructure required for IT park or office buildings for the use of Information Technology in addition to 1 above)	20 Marks
	Qualifications And Experience of Key Personnel of the agency.	20
	Average Annual Turnover (Turnover in term of Architectural services fees would only be considered)	5
	Below 20 lacs	0Mark
	20-35 lacs	2 Marks
	35-70 lacs	4 Marks
	Above 70 lacs	5 Marks
	Architectural Design Concept and Methodology	10
	Financial Proposal Weightage (40 Marks)	
	1.Fee quoted for Architectural design services & DPR	Max 30Marks
	2.Fee quoted for effective implementation & quality control	Max 10Marks
	Grand Total	100

Signature of authorized signatory

Seal

FINANCIAL PROPOSALS

(On agency Letter head)

To,

**The Managing Director,
MPSEDC
147, Zone-1 M.P.Nagar
Bhopal -462012
Ph 0755-2769814 FAX: 2769824**

**Sub: - Providing Architectural Services for (Insert name of Project) for M P State
Electronics Development Corporation, Bhopal.**

Dear Sir,

I /We Architect Consultant / Consultancy firm herewith produce Financial Proposal for selection of my / our firm / organization as Consultant for above mentioned work as per terms and conditions of RFP document. We have read and understood all the terms and conditions mentioned in Request for Proposal (RFP) and agree to abide by them. In confirmation to the terms and conditions mentioned in the RFP, we quote rate as follows-

S. No.	Particulars	%in figure	% in words
1.	Percentage (%) of Project Cost for the Architectural design services & DPR (Part-A)		
2.	Percentage (%) of Project Cost for the for effective implementation & quality control management (Part-B)		

The above quoted Consultancy fees are inclusive of all taxes but the service tax shall be payable extra as per prevailing rates.

Note:

(i) This Offer is valid for 180 days from due date of submission of Proposal.

Yours faithfully,

Signature _____

Full name _____

Designation _____

Address

(Authorized Representative)

Note: -Please do not add or alter standard format-7