

Punjab Engineering College
(Deemed to Be University)
Sector 12, Chandigarh 160012



E-tender document
For
Engagement of Architect at Punjab Engineering College,
Sector-12, Chandigarh

INVITATION FOR E-TENDER

1. The Punjab Engineering College (Deemed to Be University), Sector-12, Chandigarh invites e-bids for the Engagement of Architect (Initially for one year and extendable on yearly basis, based on satisfactory performance).
2. Bidding document can be downloaded from Institute website <http://www.pec.ac.in/http.etenders.chd.nic.in>.
3. All bids must be accompanied by an EMD as specified in the bid document and must be delivered to the office address mentioned below by the date and time indicated below.

TABLE – 1

Description	EMD	Time period
Architect services required as per requirement for Campus Planning & Development, Renovation & maintenance of existing buildings, Proposal of New Buildings, interior works of offices, landscaping of existing gardens and road network, etc.	Rs.1 Lakh	Initially for one year and extendable on yearly basis, based on satisfactory performance.

TABLE-2 Time Schedule

I	Date of publication	07.09.2022
I	Downloading of e-tender document	Start date: 07.09.2022 at 5:00 p.m. End date: 22.09.2022 at 02:00 p.m.
III	Date of submission of e-tender	Start date: 07.09.2022 at 5:00 p.m. End date: 22.09.2022 at 02:00 p.m.
IV	Physical submission of EMD	Start date: 08.09.2022 at 9:00 a.m. End date: 22.09.2022 at 03:00 p.m.
	Opening of Technical Bids	22.09.2022 at 03:30 p.m.
V	Opening of Financial Bid of only eligible technically qualified bidder as determined by the Committee.	Will be intimated
VI	Place of opening of bids	Office of Chairman Estate & works PEC Sector 12, Chandigarh 160012
VII	Address for communication	Chairman Estate & Works PEC, Sector-12, Chandigarh160012

Important Notes:

I.	Bidders shall have to submit their bids on-line in Electronic Format with Digital Signatures.
II.	All terms and conditions, instructions to bidder regarding e-tendering process etc. may kindly be seen from the Detailed Notice Inviting Tender (DNIT) available on Chandigarh Administration website (http://etenders.chd.nic.in) or on the Punjab Engineering College institute website (www.pec.ac.in).
III.	The bidder has to submit the EMD of Rs. 1.00 lacs in the form of Demand Draft/ F.D.R. in favour of Director Punjab Engineering College, Chandigarh. The failure will entail summarily rejection of its tender. Other related documents may be uploaded on portal.
IV.	The undersigned reserves the rights to reject or accept any or all tenders without assigning any reasons.

Director,
PEC, Sector-12 Chandigarh

Scope of Work

The scope of work includes the following:

- a) A Multipurpose auditorium/synergy center atleast capacity of 1500 persons, comprising of an auditorium, seminar halls, etc.
- b) Construction of new houses for faculty and Staff
- c) Plan for Augmentation of other facilities.
 - Renovation and expansion of Faculty Guest House
 - Widening of Roads
 - Development of Parks
 - Upgradation of lecture halls, seminar halls and drawing halls
 - Beautification of Gate No. 1 & 3
- d) Renovation/ modifications of institute buildings
- e) Market Complex
- f) Augmenting/rebuilding present support system e.g. sewage system, water supply, power distribution & parking etc.
- g) Any other works as per the institute requirements.

The quoting party must visit the campus to have an overview of the present structure/setup, before quoting rates.

Schedule of Payments

Payments will be based on work for individual building. The schedule of payment for the work completed will be as follows:

Sr. No.	Stage of Work	Payment
1.	On preparation & submitting conceptual plans and rough cost estimate	10 %
2.	Preparation of working drawings including floor plans, elevations etc. and preliminary cost estimate	30 %
3.	Preparation of Submission drawings for approval including structural drawings for sanctioning from competent authority	40 %
4.	Submission of detailed working drawings alongwith structural drawings dully vetted by competent authority (PEC/ Chandigarh Administration)	50 %
5.	Preparation of detailed estimate and tender document and upto calling of tenders	70 %
6.	Balance payment will be based on percentage of work completed by the party (4-5) phases for which the completion report will be required	90 %
7.	On satisfactory completion of work	100 %

The above percentage is based on the estimated cost of the project and shall be adjusted as per actual project cost in the last three stages.

General Terms and Conditions

1. Intending applicants are required to submit their full bio-data giving details about their organization, experience, and technical personnel in their organization proven competence to handle major works, in house computer aided design facilities etc.
2. The applications shall be signed by the person/s on behalf of the organization having necessary authorization/power of attorney to do so. Each, page of the application shall be signed (copy of power of attorney shall be furnished along with the application).
3. While filling up the application with regard to the list of important projects completed or on hand the applicants shall only include jobs handled during the last six years only.
4. The applicant shall, with the prior approval of competent authority and within the fees to be agreed to engage the services of well-qualified specialists or consultants pertaining to the following services.
 - i. Structural
 - ii. Electrical
 - iii. Air conditioning
 - iv. Acoustic planning
 - v. Public health services
 - vi. Cost estimation
 - vii. Firefighting systems
 - viii. Supervision of the construction
 - ix. Landscaping and any other specialized work as required from time to time.

The fees of these specialist/consultants appointed under this clause shall be paid by the architect who shall also be responsible for all the work, action and omissions of such specialists/consultants.
5. The applicants shall have registered office in Tricity (Chandigarh/ Panchkula & Mohali).
6. List of services to be rendered by the Architect and other parties engaged.
 - a) To take instructions from the office of the Chairman Estate & Works to conduct necessary surveys and prepare sketch designs, to be finally approved by institute and make preliminary estimates of cost.
 - b) To submit required drawing to the local authority i.e. Chandigarh Administration and obtain approval.
 - c) To nominate and instruct consultants, after obtaining necessary approvals
 - d) To prepare architectural working drawings, structural drawings, including design and all other drawings for various works (only after the execution work is assigned).
 - e) To draw detailed specifications, estimates and prepare tender documents for various works. (only after execution work is assigned).
 - f) To prepare and issue all drawings for execution (only after execution work is assigned).
 - g) To visit site on regular basis and as and when required.

- h) To obtain statutory certificates from corporation/the local municipal authority/ Chandigarh Administration.
 - i) To submit as built Completion Drawings for all works
 - j) To take measure for safety, crisis response, risk management etc.
 - k) To give advice on Environmental considerations.
 - l) To co-ordinate the works done by the consultants and respective contractors.
7. Applications containing false and/or incomplete information are liable for rejection.
 8. The selected architect shall be required to execute an agreement with institute in the prescribed format.
 9. The Director may terminate the agreement by issuing one month written notice to The Architect, if deficiency in services is found.
 10. If the architect fails to perform any of its obligations under this agreement, the director may terminate the services of the architect with a prior notice to wind up its Affairs within a period of 30 days. However, prior to such termination, 30 days written notice will be given to the architect during which period the architect will be asked to perform such obligation and make good the deficiencies.
 11. If there are any delays on the part of architect or the architect does not complete the work at various stages as stipulated, the architect will be penalizes accordingly after sending a prior notice to make good the deficiencies. Maximum penalty levied shall be 5 to 10% of the total fees.
 12. In case of any dispute arising between the parties, in connection with the interpretation of purported termination or in relation to this agreement, the parties shall, in the first instance, attempt to resolve such dispute by amicable settlement through consultations.
 13. If such dispute is not amicably resolved after commencement of consultations within 30 days or such longer period as deemed necessary, the same shall be referred to the director, Punjab Engineering College, Sector-12, Chandigarh who shall either himself act as arbitrator or appoint a suitable Arbitrator or appoint a suitable Arbitrator at his sole discretion and his decision, in this regard, shall be final.
 14. The arbitration proceeding shall be conducted in accordance with arbitration and conciliation Act, 1996 as amended from time to time. The languages of the arbitration shall be English. The place of arbitration shall be Chandigarh.
 15. Each party shall bear its costs of such arbitration. When any dispute is under arbitration except for the matters under dispute the parties shall continue to exercise their remaining respective rights and fulfill their remaining respective obligations under this agreement to the extent practicable.
 16. The arbitration proceeding will be separately conducted and the director can make its own arrangements for progress of incomplete work. The progress of work will not be stopped because of the factum of pendency of the arbitration proceeding.

Eligibility Criteria

1. The bidder must have an experience of campus planning and development, renovation of existing buildings, construction of new buildings, interior works of offices and landscaping etc. If there is collaboration in past (not at bidding stage) with other firm, all necessary & relevant documents have to be submitted by bidder.
2. The bidder must have work experience of atleast 7 years in “Providing Architectural Design and Engineering Consultancy Services”.
3. The bidder must have Average Annual Financial Turnover on “Providing Architectural Design and Engineering Consultancy Services” of Rs. 30 Lakhs. in the last three years ending 31.03.2021, duly certified by a Chartered Accountant.
4. Net worth of the bidder should be positive for last five financial years ending 31.03.2021. and C.A. certificate has to be submitted for the same.
5. Should have registered with Council of Architecture (COA).
6. The Firms must not be blacklisted or debarred by any Organization at time of submission of bid and no work awarded to Firms should have been terminated during last 05 years on the ground of unsatisfactory performance. The Firm is required to submit under taking in this regard.
7. Joint Ventures are not allowed.
8. The bidder must have valid Permanent Account Number of Income Tax.
9. The bidder must have one of the Directors or Partners as Architect with valid registration from Council of Architecture
10. The Architectural / Consultant firm require furnishing details of Skilled and Trained Manpower including Engineers, Architects and Technical Staff employed and details of various Software and Hardware available with consultant.
11. The experience certificates issued by Government Organizations / Semi Government Organizations / State Government Public Works Department / Central Government / Public Sector Undertakings / Autonomous Bodies/ Municipal Bodies eligibility of the Public Limited Companies / Non-government organizations shall be accepted for assessing the eligibility of tender.

12. However, the certificates issued by a Public Limited Company / Non-governmental Organization must be supported by TDS certificates in support of value of work done by the tenderer.
13. If any credentials submitted by bidder are found false/fraud, the bidder shall be debarred from future tender of this institute besides rejection of bid.
- 14. The bidder must be certified from the council of Architects and architect firm should be registered or incorporated in India.**
- 15. Bidder should have a registered office address in tricity (Chandigarh, Panchkula & Mohali)**
16. The bidder should also submit the copy of following documents:
- 1) GST Registration and PAN No.
 - 2) Last 03-year income tax return.
 - 3) Last 03 financial year audited balance sheet duly authenticated by CA having average turnover of Rs. 30.00 Lacs.
17. The intending bidder along with the bid should furnish an AFFIDAVIT duly attested by Notary Public/ First class Magistrate on stamp paper as per specimen attached at Annexure-I

Technical Bid Evaluation

Evaluation of the Tender will be on Quality and Cost Based system

The committee shall evaluate the Technical proposal of consultants by applying the evaluation criteria, sub-criteria, and point system as stipulated here

S. No.	Particular	Max Marks
1.	Past experience of the consultant Agency	65
	<ul style="list-style-type: none"> Number of years in relevant field i.e Providing Architectural Consultancy for different types of structures (10 Marks will be given for experience of 7 Years and 1 mark for every additional year) 	20
	<ul style="list-style-type: none"> Past experience in providing Architectural Consultancy for construction of Institutional /Educational / Office buildings with at least 1000 sq. mt. built up area (10 Marks will be given for 1000 sq. mt. area and 2 marks for every additional 1000 sq.mt. area) 	20
	<ul style="list-style-type: none"> Past experience in providing Architectural Consultancy for construction of auditorium/ multipurpose hall/convention centre/ Synergy centre/Seminar Hall with atleast capacity of 500 persons (10 Marks will be given for 500 person capacity and 1 mark for every additional 100 persons capacity). 	25
2.	Educational Qualification/ Professional experience of the Key Persons/ Provision of in house civil structure/ electrical/ HVAC/ P.H./ Firefighting consultants or tie ups. (Maximum 4 marks for each specialized person)	20
3.	Financial Turnover	15
	<ul style="list-style-type: none"> More than 30 Lakhs to 50 Lakhs 	5
	<ul style="list-style-type: none"> More than 50 Lakhs to 70 Lakhs 	5
	<ul style="list-style-type: none"> More than 70 Lakhs 	5
	Note: Proof is to be attached	

Even though a bidder may satisfy the above requirements, he would be liable to disqualification if he has:

- i) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the pre-qualification document.
 - ii) Record of poor performance such as abandoning work, not properly completing the contract, or financial failures / weaknesses etc., should be defined.
3. Selection of the consultants shall be subject to verification of their credential. Evaluation shall be made under Quality cum Cost Based System (QCBS). Under QCBS, the technical proposals will be allotted weightage of 60% and only Bidder securing a minimum of 70% marks in technical evaluation shall be considered technically qualified. The consultant who are qualifying as per the technical evaluation criteria will be considered as technically responsive and the rest would be considered technically non responsive and would not be considered for further financial evaluation. The date and time for opening of financial bids shall be notified separately. Financial proposals will be allotted weight age of 40%.
- 4 Proposal with the lowest cost will be given a financial score of 100 (i.e. full 40 marks) and other proposals will be given financial score that are inversely proportional to their prices.
- 5 The total score, both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up.
- 6 Highest points basis: On the basis of the combined weighted score for quality and cost, the bidder shall be ranked in terms of the total score obtained. The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked as H-1 followed by the proposals securing lesser marks as H-2, H-3 etc.
- For Example: Let's say there are 3 pre-qualified bidders: A, B & C Technical Score of bidders after evaluation of technical criteria: A = 70, B= 80 & C= 90 Say the % Consultancy Services Fee in the financial proposals of bidders are as under: A= 7%, B= 5% & C= 6% The financial score is given as per the formula: (Lowest % Consultancy Services Fee against the % Consultancy Services Fee of the bidder) X 100, Financial Score of A= $(5/7) \times 100 = 71.4$ % of marks 40, Financial Score of B= $(5/5) \times 100 = 100$ % of marks 40 and Financial Score of C= $(5/6) \times 100 = 83.3$ % of marks 40. Final Combined Technical and Financial Score of the bidders is as per the formula: (Technical Score X 0.60)+ (Financial Score X 0.40). Bidder A= $(70 \times 0.60) + (71.4\% \times 40) = 70.56$ -- H3, Bidder B= $(80 \times 0.60) + (100\% \times 40) = 88.00$ --- H1 and Bidder C= $(90 \times 0.60) + (83.3\% \times 40) = 87.38$ --- H2 Hence Bidder B,

with highest combined score shall be recommended for award. In case two or more bids at the same score in the final ranking, the bid with highest technical score will be H1.

7. Though an applicant may satisfy the eligibility criteria, institute reserves the right for not to consider the tender if he has record of poor performance such as abandoning work, not properly completing the work, delay in completion of work, poor quality of work, financial failure / weakness etc.

Instruction to bidders

1. Tenders without digital signatures will not be accepted by the Electronic Tendering System. No tender will be accepted in physical form and in case it has been submitted in the physical form it shall be rejected summarily.
2. The intending bidder should furnish a detail of the works executed during last six years as per Annexure-II
3. The copy of the other documents as specified above in the Notice shall be scanned and uploaded to the e-tendering website within the period of Bid submission.
4. The Bidders shall have to submit their Bids online in Electronic Format with Digital Signatures. For participation in the e-tendering process the Bidders need to register themselves on <http://etenders.chd.nic.in>. Bid document can be downloaded from the website of Punjab Engineering College (www.pec.ac.in) or <http://etenders.chd.nic.in>.
5. Before submission of on-line Bids, Bidders must ensure that scanned copies of all the necessary documents have been uploaded with the Bid.
6. It will be mandatory for all the Bidders to upload all the documents.
7. The bidder must have to submit an undertaking as per Annexure-III
8. The Deptt. will not be responsible for any delay in on-line submission of the Bids due to any reason whatsoever
9. The details of EMD specified in the Tender documents should be the same as submitted on-line (scanned copies) otherwise tender will be rejected summarily.
10. Corrigendum issued if any before the receipt of online bid will be available on the website. It will be the responsibility of the contractor to make amendments in his bid accordingly.
11. Before submission of online Bids, Bidders must ensure that scanned copies of all the necessary documents have been uploaded with the Bid. The technical bids will be examined based only on the uploaded documents. NO CORRESPONDENCE OR PHYSICAL SUBMISSION OF ANY ADDITIONAL DOCUMENT THEREAFTER WILL BE ENTERTAINED BY THE DEPARTMENT. *However, in case any scanned and uploaded documents is not clearly readable due to dim contents, then the Department may ask the bidder to submit the clear copy of the same but no additional document other than uploaded shall be accepted.*
12. The Agency has to produce the original documents as and when asked for by Engineer in Charge. The failure of the Agency to furnish the said original documents will entail summarily rejection of its tender.
13. No Tender will be accepted in physical form and in case it has been submitted in the physical form it shall be rejected summarily.
14. In case the lowest tendered amount of two or more bidders is same, such lowest bidders will be asked to submit sealed revised offer in the form of letter mentioning percentage professional fee, but the revised percentage quoted should not be higher than the percentage quoted at the time of submission of tender. The lowest tender shall be decided on the basis of revised offers.

15. The conditional tenders shall be rejected straight away.

16. Engineer in charge reserves the right to verify the particulars furnished by the applicant/ firm/ contractor independently. If any information furnished by the applicant is found incorrect at a later stage, the firm/ contractor shall liable to be debarred for future tendering in Punjab Engineering College.
17. Canvassing whether directly or indirectly, in connection with bidders is strictly prohibited and the bids submitted by the contractor(s) who resort to canvassing will be liable for rejection
18. The tender for the works shall remain open for acceptance for a period of 75 (days) from the opening of technical bid. If any tenderer withdraws his tender or makes any modifications in the terms & conditions of the tender which is not acceptable to the department within 7 days after opening of tender (excluding date of opening of tender) then the Government shall without prejudice to any other right or remedy, be at liberty to forfeit 50% of the earnest money absolutely. After 7 days of opening of tender the Government shall without prejudice to any other right or remedy, be at liberty to forfeit 100% of the earnest money absolutely. The bidders shall not be allowed to participate in the rebidding process of the work.

AFFIDAVIT

To become eligible for e-tendering, the tenderer shall have to furnish an affidavit as under: -

- a) That I/We hereby declare that I/we have not been black listed/ debarred/suspended by any Govt./ Semi Govt./ Board/ Corporation/ Private firms as on last date of receipt of tender.
- b) That I/we undertake and confirm that eligible similar work (s) has/ have not been executed through another contractor on back to back basis. Further it is undertaken that if such a violation comes to the notice of Punjab Engineering College, Chandigarh, then I/we shall be debarred from tendering in Punjab Engineering College, Chandigarh in future forever. Also, if such a violation comes to the notice of institute, the Engineer-in-charge shall be free to forfeit the entire amount of Earnest Money/Performance Guarantee deposited by me/us.
- c) That the deponent further undertake that he/she/ director(s)/partner(s) of the proprietor/ firm/company/agency have never been convicted of any criminal offence.
- d) That I/we also undertake that the particulars given by me are true and correct to the best of my knowledge and belief and nothing has been concealed thereof. I am aware that in case of any discrepancy/ false statement found, it will lead to rejection of my bid/tender and the institute will debar/blacklist the proprietor/ firm/agency as per policy of blacklisting issued by Chandigarh Administration vide notification dated 27.02.2009.

Dated:

Signature of the firm/ Agency

Note: Affidavit should be of latest date. The Affidavit of date prior to six months from the date of publishing the tender shall not be considered for qualification of Technical Bid

Details of previous work done during the last six years

(Attach self-attested photocopies of the work order and certificate of satisfactory performance):

S No.	Name of work	Name and Address of the Organization with reference letters	Value of work	Date of Completion	Name of the contact person & Mobile No.
1					
2					
3					
4					
5					
6					
7					

Place:

Date:

**SIGNATURE OF THE TENDERER
with stamp**

UNDERTAKING**From**

Subject: Submission of Tender for Engagement of Architect at Punjab Engineering College, Sector-12, Chandigarh.

Dear Sir,

With reference to your above-mentioned notice inviting tenders, I/We hereby offer to Engagement of Architect for Campus Planning & Development, Renovation & maintenance of existing buildings, Proposal of New Buildings, interior works of offices, landscaping of existing gardens and road network, etc. at Punjab Engineering College, Sector-12, Chandigarh (Initially for one year and extendable on yearly basis, based on satisfactory performance) as per scope of work.

I/We shall supply the Equipment's truly and faithfully as set forth in the terms and conditions of the tender document. I/We shall be responsible for all complaints as regards to the quality of product and in case of any dispute; the decision of the Director, Punjab Engineering College (Deemed to Be University), Sector-12, Chandigarh shall be final and binding on me/us.

A FDR No. _____ Dated _____ drawn on _____ intended for the prescribed amount of Rs. _____ (Rupees _____ Only) in favor of Director, Punjab

Engineering College (Deemed To Be University), Sector-12, Chandigarh., payable at Chandigarh is enclosed as earnest money as desired.

I/WE shall have no claim to the refund of earnest money / performance security prescribed against this tender in the event of my/our non-compliance of the contract, provided such contract is implemented within the period of validity of my/our tender.

I/We further understand that my/our earnest money shall stand forfeited in case of unsatisfactory supply of equipment's/service/violation of any term, or if I/We withdraw my/our tender at any stage during the period of validity. My/Our tender shall remain valid for a period of 90 days from the last date prescribed for submission of the tender against the above-mentioned notice. My/Our tender along with terms and conditions with relevant columns and annexure duly filled in under my/our attestation and with each page of the tender paper including the enclosed terms and conditions signed by me/us (in the capacity of sole owner/general or special attorney attached) is submitted for your favorable consideration.

I/We have read the terms and conditions carefully and have signed the same in token of our absolute and unqualified acceptance.

Thanking you,

Place

Yours faithfully,

Signatures

**PUNJAB ENGINEERING COLLEGE
(DEEMED TO BE UNIVERSITY), SECTOR-12, CHANDIGARH**

SECTION IV

FINANCIAL BID

Sr. No.	Description of items	Professional Fee in %age (To be quoted by the bidder)
1	Architect services required as per requirement for Campus Planning & Development, Renovation & maintenance of existing buildings, Proposal of New Buildings, interior works of offices, landscaping of existing gardens and road network, etc.	

Note:

1. The professional fee will be calculated on the project cost excluding taxes if any.
2. GST as applicable will be paid extra.

Punjab Engineering College, Chandigarh

EMD RECEIPT

**Name of Work: - Engagement of Architect at Punjab Engineering College,
Sector-12, Chandigarh**

Tender No.: PEC/EO/2022/32

Amount of EMD: Rs. 1,00,000/-

D.D./ FDR No. _____, dated _____ amount _____

Name of Firm: _____

Contact No. _____