

**EXPRESSION OF INTEREST**

**TECHNICAL BID DOCUMENT**

**GUJARAT INFORMATICS LTD. (GIL), GANDHINAGAR**

**EXPRESSION OF INTEREST  
FOR APPOINTMENT OF ARCHITECTS CUM CONSULTANTS  
FOR RENOVATION, UP GRADATION AND INTERIOR DESIGN  
OF  
OFFICE AT KARMYOGI BHAVAN & GUJARAT INFORMATICS LTD  
OFFICE AT GANDHINAGAR**



**GUJARAT INFORMATICS LTD. (GIL)  
Block No 1,8<sup>th</sup> Floor  
Udhyog Bhavan,  
Sector-11, Gandhinagar.  
Telephone: 079-23256022  
Fax number: 079-23238925**

## **1. Introduction to Gujarat Informatics Ltd. (GIL)**

GIL is a nodal agency of the State Government in the field of Information technology and plays a major role in procuring computer hardware and implementing various projects of the Government. GIL works as a consultant to the Government and also as an advisor in various new IT initiatives by the state Government departments. GIL wishes to renovate its office located at Karmyogi Bhavan and in Udyog Bhavan, Gandhinagar. The Area of the office at Karmyogi Bhavan is approx 450 Sq. Mtr and GIL office at Udyog Bhavan is approx 460 Sq. Mtr.

## **2. Important Information for Consultant**

1. Interested Consultant can also download the EOI documents from website [gil.gujarat.gov.in](http://gil.gujarat.gov.in).
2. Interested Consultants are expected to examine carefully all instruction, information, forms, annexure etc. Failure to comply with the requirement of documents shall be at the firm's own risk. Applications which are not substantially responsive to the requirement of the EOI documents shall be rejected.
3. GIL may also on its own motion, if deemed necessary, issue interpretations and clarifications to all Consultants. All clarifications and interpretations issued by GIL shall be deemed to be part of the EOI. Verbal clarifications and information given by GIL or its employees or representative shall not in any way or manner be binding on GIL.
4. Any addendum thus issued will be uploaded on GIL website.
5. GIL reserves the right, express or otherwise, to take decisions, or use any discretion pursuant to these Terms and Conditions, GIL Committee shall be the final decision making authority for all decisions taken in the course of the selection process.
6. By participating in the selection process all participating Consultants shall agree in full to these Terms and Conditions.

7. All participating Consultant shall go through detailed guidelines and shall agree to abide by the conditions mentioned in this document. By participating in the selection process, all participating consultant shall deem to have agreed in full to these Terms & Conditions.
8. Any participating consultant found to have provided false information at any point - before, during or after the selection process, shall be liable for immediate disqualification.
9. Any participating consultant failing to observe the Terms & Conditions shall be declared ineligible and shall be liable to immediate disqualification at any point during the selection process.
10. The decision of the Committee for the selection process shall be final and binding on all participating Consultants and no disputes of any manner shall be entertained.
11. All participating Firms are doing so on their own initiative. GIL shall not reimburse any expenses incurred. By participating in the selection process, it is deemed that all participating consultant have indemnified GIL against any losses, expenses of any manner incurred by the participating Consultant during the selection process whether tangible or intangible, direct or indirect.
12. GIL reserves the right to cancel or suspend the selection process without citing any reasons for the same.
13. All information made available to GIL during the course of the selection process shall be considered as privileged information. GIL shall not use this information for any purpose other than the selection process.
14. GIL reserves the right to amend these Guidelines at any time without giving prior notice. Additionally, GIL reserves the right to read “and” and “or” conjunctively or disjunctively to bring any instructions, statements within the scope of these Terms and Conditions.
15. Include or including shall mean including but not limited to, or without limitation. Contain or containing shall mean limited to a particular subset.

16. All titles in this document or any particular section therein are for guidance only.
17. Notwithstanding anything contained in this EOI documents, GIL reserves the right to accept or reject any Proposal and to annul or suspend the bidding process and reject all Proposals without assigning any reason hereof, at any time prior to the issuance of Letter of Acceptance (L.O.A.) without incurring any liability or consequences or any obligation to inform the affected consultant of the grounds for rejection.
18. Joint venture will not be allowed.
19. Proof for fulfilment of selection criteria mentioned in the EOI document should be submitted. If the application is submitted without valid documents, OR is not in the Prescribed Formats, the application will be rejected. All document submitted must be spiral bound and loose documents are not acceptable.
20. No firm shall contact GIL on any matter related to its application after the time of submission of application, unless requested so in writing. Any effort by consultant to influence GIL in their decision in respect of evaluation will result in rejection of the Application.
21. GIL reserves its right to call for clarifications / original of the supporting document for verification, as deemed fit and also to cross check for any details as furnished by the consultants from past – executed projects / Clients / Consultants etc. It is to be noted that pre – qualification may be completed without seeking any subsequent additional information.
22. GIL reserves the right to accept or reject any application and to annul the process and/or to reject all applications at any time without incurring any liability to the affected consultants or any obligation to inform the affected consultants.
23. Information furnished in the EOI Document will be kept confidential.
24. All information has to be typed and submitted in the prescribed formats only. Consultant should ensure that hard copy is without errors.

25. Application duly filled with all the requisite information, supporting documents and covering letter duly signed by Authorized Representative/ Signatory of the Consultant shall be submitted in a sealed envelope by the time and date as specified in the Notice.
26. Technically qualified consultant will only be called for Presentation.
27. Interested consultant may visit GIL office for collecting data and for viewing the present situation. For any quarries meet and contact Shri. Samir Mehta, G.M (Services), GIL (Mobile:9099057097)

### **3. Scope of Work:**

1. Complete Planning and preparation of conceptual design and drawings with respect to interior designing/planning, finishing and furnishing work with following items as per requirement of the Client.
2. Supervising the work during the Construction period
3. Providing all types of Interior design, furniture, electrical, HVAC drawing, toilet details, flooring detail with level, Networking, intercom system etc.
4. Site evaluation, analysis and impact of existing and / or proposed development on its immediate environs. (It is mandatory to visit the site before preparing the design proposal & verify precisely the suitability of the proposed work, dimensions, and areas available for implementation of project)
5. Sanitary, plumbing, drainage, water supply and sewerage design.
6. Electrical, electronic, communication systems and design.
7. Fire detection, Fire protection and Security systems etc.
8. Graphic Design and Signage.
9. Prepare conceptual designs with reference to requirements given and prepare rough estimate of cost on area basis.
10. Prepare working drawings, specifications and schedule of quantities [precise detailed measurements sheets with clear location references and Rate Analysis] sufficient to prepare estimate of cost and tender documents including code of practice covering aspects like mode of measurement, method of payments, quality control

procedures on materials & works and other conditions of contract in accordance with nodal procedures.

11. Assist GIL to invite, receive and analyse tenders; advise GIL on appointment of contactors.
12. Prepare and issue working drawings, specifications and details for proper execution of works during construction.
13. Approve samples of various elements and components with coordination of Client.
14. Check and approve drawings submitted by the contractor / vendors.
15. Visit the site of work, 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 GIL informed and render advice on actions.
16. In order to ensure that the work at site proceeds in accordance with the contract documents / drawings and to exercise time and quality controls, the day-to-day supervision will be carried out by you.
17. Check the measurement & quality. Issue certificate for Contractor's payment.
18. Prepare working drawings, specifications and schedule of quantities sufficient to prepare estimate of the cost.
19. Approve the schedule of work of progress submitted by the contractors.
20. Preparation of tender document as per R&B norms.
21. After awarding order to consultant he will submit the tender document in a week.

#### 4. Criteria for Evaluation:

Sr. No	Detail	Required Document
1	The firm shall be in existence for minimum period of 20 years	Certificate of Incorporation / partnership
2	Average annual Turnover of the agency during last three financial years shall be Rs.1 Crore	C.A Certificate / Balance Sheet for year 2014-15, 2015-16 & 2016-17
3	Architect cum Consultant should have completed at least one Designing Project or Interior furniture work project of the value of Rs.10 Crore in last three year	3A Certificate from Client/Client Certificate (If GIL demand the agreement/payment received detail/work order you should submit the same for further clarification)
4	Architect/consultant should have one single PO copy of project professional fees above 40 lakhs in last 3 years	PO copy to be attached
5	At least one Partner /Director of the firm shall be Architect/s & registered with the council of Architecture	Architect registration Certificate.

#### EVALUATION OF THE PRESENTATION

1. After the evaluation of all the bids received from the point of view of qualifying criteria, the eligible bidders will be intimated about the presentation meet where the bidders are expected to make presentation on the concept& proposed design.
2. The evaluation will be QCBS (Quality Cost Based System) Evaluation.
3. The eligible bidders will have to make a presentation before the Committee on the date, place and time intimated as aforesaid on the Concept and Design. Eligible bidders will be informed about the date and time by E-mail or by Telephonic communication.

4. The Committee will select the agency by giving 60% weightage on Concept and Design presented before it and 40% weightage to the Price Bid.
5. The bidder shall come with his laptop and a CD for presentation.
6. Comparison of Price Proposal shall be done by the formula as under;
  - $Sf = 100 \times Fm/F$
  - Where: Sf is the financial score of the Price Proposal being evaluated
  - Fm is the TP of the lowest priced Price Proposal
  - F is the TP of the Price Proposal under consideration
7. The lowest Price Proposal will receive the maximum score of 100 marks; however it will be given weightage of 40%.
8. Based on this exercise, one bidder will be finally selected and the Committee if required will further negotiate with the bidder.

#### 5. Schedule:

1	NAME OF WORK	:	Appointment of Architect cum Consultant for Renovation ,Up Gradation and Interior Design of Office at Karmyogi Bhavan and GIL office at Gandhinagar
2	SOURCE OF FUNDS	:	Company's own funds
3	AREA / DISTRICT COVERED UNDER THE BID	:	Gandhinagar
4	TYPE OF WORK	:	Interior Designer work
5	PROJECT IMPLEMENTATION PERIOD	:	As per the time frame
6	COMMUNICATION FOR SITE	:	Managing Director Gujarat Informatics Ltd Udyog Bhavan,8 <sup>th</sup> floor ,Block no 1, Sector-11,Gandhinagar
8	ISSUE OF BID DOCUMENTS	:	08/09/2017 at 3.00 pm ONWARDS
9	BID DOCUMENT FEES	:	Bid Document Fees: Rs.1000/- in the form of DD in favour of <b><u>Gujarat Informatics Limited, Gandhinagar.</u></b> (non-refundable).



10	EARNEST MONEY DEPOSIT	:	EMD : Rs. 25,000/- EMD in the form of DD shall be submitted at the time of awarding the work (to be submitted with the EOI)
11	SECURITY DEPOSIT	:	Rs. 50,000/- Security deposit in the form of Bank Guarantee shall be submitted at the time of awarding the work (to be submitted with the EOI)
12	BID VALIDITY	:	One hundred twenty (120) days from due date for submission of bid.
13	Last date of SUBMISSION OF BID	:	18/09/17 up to 3.00 P.M at GIL office
14	OPENING OF THE TECHNICAL BIDS (DATE & TIME)	:	18/09/17 up to 5.00 P.M at GIL office
15	PLACE OF OPENING OF BIDS	:	Managing Director Gujarat Informatics Ltd, 8 <sup>th</sup> floor ,Block no 1, Udhog Bhavan, Sector-11,Gandhinagar
16	AUTHORITY FOR APPOINTING ARBITRATOR.	:	Managing Director Gujarat Informatics Ltd, Udhog Bhavan, 8 <sup>th</sup> floor ,Block no 1, Sector-11, Gandhinagar
17	Presentation Date	:	Shall be informed to qualified Consultant on phone or by email.

## APPLICATION FORM

To  
Gujarat Informatics Ltd,  
Udhyog Bhavan,  
8<sup>th</sup> floor, Block no 1,  
Sector-11, Gandhinagar

Sir,

I/We \_\_\_\_\_ are desirous to be Architect cum consultant for Renovation, Up Gradation and Interior Design of office at Karmyogi Bhavan and GIL office at Gandhinagar.

The Technical Proposals in sealed cover is submitted herewith. We undertake to make power point presentation during the validity of our proposals. It is understood that the proposal is binding upon the proponent and that the same is subject to modifications arising out of contract negotiations. It is also understood that you are not bound to accept any proposal that you receive.

Yours Sincerely

For, \_\_\_\_\_

### Authorized Signatory

Name & Title of the Signatory: \_\_\_\_\_

Name of the Agency: \_\_\_\_\_

Address:

## FORM FOR ARCHITECT CUM CONSULTANT

I/We \_\_\_\_\_ am /are desirous to be gaged as Consultant for developing and supervising the work of Renovation, Up Gradation and Interior Design of Office at Karmyogi Bhavan and GIL office at Gandhinagar and hereby apply for the same. I/We give the following details for your consideration.

Sr. No.	Particulars	Details:
1	Name of firm	--
2	Registered office Address	--
3	Office address	--
4	Other branch offices across India/Out of India	--
5	Contact numbers with fax and email IDs:	--
6	PAN No.	--
	TIN No.	--
	Service Tax No.	--
	(Copies to be closed)	
7	Month and year in which the firm was established.	--
8	Service area:	--
9	Total experience in relevant field:	--

10	Particulars of old firm (if present firm is new)if main partners of the present firm were working in some other name in the past(The partnership deed of old firm to be enclosed)	--
11	What is the constitution of firm viz. Sole Proprietor, Partnership, Pvt. Ltd., Public Ltd.,etc.	--
	Detail of Partners/Directors/Owners of the firm. Proof of Solo Proprietor	--
	Copy of Partnership deed in case of a partnership firm or Memorandum of association in case of a company.	--
12	Details of empanelment with other Government organizations. Organizations as per <b>Annexure 3</b>	--
13	Has the applicant or his partners or Directors been black listed in the past by any Central or State Govt. Dept./ Organization	--
14	Annual Turnover for last three years	--
	(enclose documentary evidence or proof to support figures)	--
	What evidence of proof is enclosed to support the amounts of yearly turnover:	--
15	Name and complete postal address of bankers.	--

16	Particulars about similar works completed during past three years	--
	NOTE: List and details of only those similar works which are carried out by firm is to be given. The work order & completion certificate of completed projects from client will be submitted by the applicant without fail	--
17	Particulars about similar works on hand.	--
	NOTE: List and details of only those similar works which are carried out by firm is to be given. The work order for projects in hand, from client will be submitted by the applicant without fail	--
18	Details of award winning projects/Project that best describe firm's competency.	--
19	Name, qualification, experience and other relevant information regarding permanent technical staff	--
20	Infrastructural facilities in the office with details of Number of computers with drafting/designed, printers etc. A separate sheet shall be attached enlisting all facilities at Office.	--
21	Applicant firm's PF no.	--
22	Any other information the applicant might like to give	

Place:  
Date:

Signature of  
Applicant:

**DECLARATION:**

I / We agree that the decision of the Employer in relation to pre-qualify the applicants, addition or deletion, phasing of project works will be final and binding to me / us.

All the information and data furnished here with are correct to my /our best of knowledge.

I / We agree that we have no objection if inquiries are made about our works in its related areas and any other inquiry regarding all projects and works listed by us in the Performa.

**Signature with Seal of the company**

**Place: Date**

**CONTACTADDRESS:**