

# **DIRECTORATE OF HIGHER EDUCATION**

EXPRESSION OF INTEREST

FOR

HIRING ARCHITECTS CONSULTANTS FOR THE PREPARATION OF **STANDARD ARCHITECTURAL DRAWINGS** ONE FOR PLAIN AREA, ONE FOR LOW ALTITUDE (MODERATE SLOPES) AND ONE FOR HIGH ALTITUDE (HILL AREA) FOR THE PROPOSED DAY-BOARDING SCHOOL IN H.P

# PART-I: PROJECT INFORMATION BRIEF

## A. Objective of this EOI:-

1. The objective of this EOI is to solicit proposals from the eligible (Qualifying eligibility norms as per this EOI) and interested Architect Consultants firms to undertake and execute preparation of **Standard Architectural Drawings one for plain area, one for low altitude (Moderate Slopes) and one for high altitude (Hill area) for the proposed Day-Boarding school in H.P**

## 1. Key Events and Dates

Sr. No.	Particulars	Details
1.	Name of client	
2.	Name of the Engagement	Request for proposal ( RFP) preparation of <b>Standard Architectural Drawings one for plain area, one for low altitude (Moderate Slopes) and one for high altitude (Hill area) for the proposed Day-Boarding school in H.P.</b>
3	Availability of the document	RFP is available and downloadable on portal: <a href="https://education.hp.gov.in">https://education.hp.gov.in</a> and also published in two leading newspapers. All subsequent changes to the RFP shall be published on the above mentioned website
4	Start date for downloading/ collection of RFP document	28/01/2023
5	Sharing of pre bid queries	Note: <ol style="list-style-type: none"><li>a. The queries should necessarily be submitted in the following format in MS Word or Excel format only. email id:- <a href="mailto:dhe-sml-hp@gov.in">dhe-sml-hp@gov.in</a></li><li>b. The bidder's representative (Max 2 Nos. per -bidder) may attend the pre - bid meeting.</li></ol>

**Format to send pre bid queries:**

**Request for Clarification**

Name and Address of the Organization submitting request

Name and Position of Person submitting request

Contact details of the Organization/ Authorized Representative

Tel.  
Mobile:  
Email:

S. No.	Clause No. In RFP	Page Number	Existing Clause Query/ Remarks
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1

2

7.	Pre - Bid Meeting	To be held at Directorate of Higher Education, H.P. Shimla on_04/02/2023 at 02.00PM
9.	Start Date of Bid submission	06/02/2023 at 10.00AM
10.	Last date of submission of Proposal	10/02/2023 upto 01.00PM
11.	Date and time of opening of Technical Proposal	10/02/2023 at 02.00PM
13.	Date of opening of Financial proposal	To be intimated later.
14.	E- mail address	The Prospective Bidder requiring any clarification to the RFP shall contact by sending the queries to <a href="mailto:dhe-sml-hp@gov.in">dhe-sml-hp@gov.in</a> through email.
15.	Address for communication	Director of Higher Education HP Lalpani, Shimla-171001 Contact Number 0177-2653120, 2812882

## **PART-II: INSTRUCTIONS FOR SUBMISSION**

DIRECTORATE OF HIGHER EDUCATION, LALPANI, SHIMLA-171001, HIMACHAL  
PRADESH

INVITES

EXPRESSION OF INTEREST

FOR

PREPARATION OF STANDARD ARCHITECTURAL DRAWINGS ONE FOR  
PLAIN AREA, ONE FOR LOW ALTITUDE (MODERATE SLOPES) AND  
ONE FOR HIGH ALTITUDE (HILL AREA) FOR THE PROPOSED DAY-  
BOARDING SCHOOL IN H.P

### **A. INVITATION:-**

1. Applications on prescribed form are hereby invited from reputed Architects for preparation of Standard Architectural Drawings one for plain area, one for low altitude (Moderate Slopes) and one for high altitude (Hill area) for the proposed Day-Boarding school in H.P
2. The technical bids shall be opened in the office of Director of Higher Education, H.P. by a Committee constituted for this purpose on 10/02/2023 at 02.00PM in the presence of their authorized representative who may like to be present. Technical bid, financial bid alongwith other requisite documents alongwith earnest Money should reach the office of Director of Higher Education, H.P., H.P. by 10/02/2023 upto 01.00PM. The prescribed application forms with detailed Terms and Conditions and Scope of Work are available on our website [education.hp.gov.in](http://education.hp.gov.in)
3. The applications are invited in two separate envelopes marked I & II (to be deposited together with clearly mentioning the details outside each cover). The **Envelope-I** inscripting **“Technical Bid”** shall contain Earnest money of Rs. 20,000/- (Rs. Twenty Thousand only) in favour of Director of Higher Education, H.P., H.P. in the form of Demand Draft drawn on any scheduled bank payable at Shimla and Technial Bid and other information regarding Eligibility Criteria (Form-A to J). **Envelope-II** inscripting **“Financial Bid”** shall contain Financial bid on the prescribed Performa only. Both these envelopes (Envelope-I & II) should be put together in one big envelope inscripting **“EOI for preparation of Standard Architectural Drawings one for plain area, one for low altitude (Moderate Slopes) and one for high altitude (Hill area) for the proposed Day-Boarding school in H.P to be opened on 10/02/2023”** and may be submitted personally or through authorized representative by 10/02/2023 up to 01.00PM in the **Building Branch, Directorate of Higher Education, H.P.**

**4. Criteria for selection:**

- a) The bid without earnest money will be rejected straightway.
- b) ENVELOPE:- (II) Shall contain the financial bid on which bidder shall quote the fee per Square Meter of the plinth area.
- c) The Envelope-II of eligible Architects selected by the Evaluation Committee shall be opened on (date to be intimated later on to technically qualified) in respect of only those bidders who qualify in the technical bid as per the selection criteria.
- d) In case of any doubt, the Committee may seek any further clarifications/documents from the bidders before opening financial bid.
- e) The Financial Bids of the technically acceptable offers shall be opened for further evaluation and the contract shall be awarded to the L-1.

**B. SPECIAL CONDITIONS FOR THE EOI:-**

1. Conditional/ telegraphic, incomplete bids would not be entertained.
2. If the date of receipt/ opening of bids is declared as Public Holiday, then the bids would be received / opened on next working day at same time.
3. The Rates quoted for preparation of Standard Architectural Drawings one for plain area, one for low altitude (Moderate Slopes) and one for high altitude (Hill area) for the proposed Day-Boarding school in H.P will be applicable till the completion of project i.e. submission/approval of final drawings.
4. **Pre bid meeting:-**
  - Pre bid meeting will be held on 04/02/2023 at 02.00PM in the Directorate of Higher Education, H.P. and the interested bidders can participate in this meeting. Consequent upon this pre bid meeting, the corrigendum/clarification, if any issued by the Department and uploaded on the website before one week from the date of opening of the Technical Proposal will form the part of this document.
5. The Director of Higher Education, H.P. reserves the right to reject any or all the bids without assigning any reason.

**C. ELIGIBILITY CRITERIA:-**

1. Response is solicited from Firm with at least one member registered with council of Architecture, New Delhi. -(Registration Certificate to be attached.).
2. Applicant must have done Planning & Design of at least one project costing not less than Rs. 20.00 Crore during last three years.(Work Order/Work Completion Certificate
3. The Principal Architect must be Graduate in Architecture-(Graduation Certificate be attached).
4. Average annual turnover of the applicant during last three year should not be less than **Rs. 20.00 Lakh.**
5. The firm should have local office or Branch at any one place of Tricity i.e. Chandigarh/ Mohali/ Panchkula or in Himachal Pradesh in the same name of Company/Firm (Proof should be enclosed with the application form). However,

considering the profile of company Department of Higher Education, H.P. may decide to consider any agency from any part of the India.

6. The Proprietor/Partner/ Director of Firm shall be Graduate in Architecture and should be member of professional body: Council of Architecture or Institute of Architects/Engineers with valid membership (Proof shall be enclosed).

#### **D. SCOPE OF WORK:**

The services of consultant Architect is required to be hired for preparation of Standard Architectural Drawings one for plain area, one for low altitude (Moderate Slopes) and one for high altitude (Hill area) for the proposed Day-Boarding school in H.Pas per following Block-wise requirements:-

##### **Block-A (Administrative Block):-**

- i. Principal Office with pantry & attached toilet
- ii. Office for Ministerial staff with attached store room, with inbuilt safe and concrete shelves/racks along one wall and almirahs)
- iii. Staff Room
- iv. Fee Counter
- v. Strong Room
- vi. Store
- vii. Sports Room with store
- viii. NSS Room with store
- ix. Scout & Guide Room with store

##### **Block-B:-**

- |   |   |                                       |
|---|---|---------------------------------------|
| i. Room for Nursery, LKG & UKG          |   | Six Class rooms<br>(40 Students each) |
| ii. Play Room                           |   |                                       |
| iii. 1 <sup>st</sup> to 5 <sup>th</sup> | - | Six Class rooms<br>(60 Students each) |
| iv. Staff room                          |   |                                       |
| v. Rest room                            |   |                                       |
| vi. Mess+Kitchen                        |   |                                       |
| vii. Hall                               |   |                                       |
| viii. Music room                        |   |                                       |
| ix. Play ground                         |   |                                       |

##### **Block-C:-**

- |                                       |   |                                       |
|---------------------------------------|---|---------------------------------------|
| i. 6 <sup>th</sup> to 8 <sup>th</sup> | - | Six Class Rooms<br>(60 Students each) |
| ii. Staff room                        |   |                                       |
| iii. IT/Computer Lab                  |   |                                       |
| iv. Play ground                       |   |                                       |

### **Block-D:**

- i. 9<sup>th</sup> to 12<sup>th</sup> -Eight Class Rooms (Six Rooms for 60 Students and 2 for 80 Students, each)
- ii. Room for Labs for 60 Students,
- iii. Physics Lab + Class Room
- iv. Chemistry Lab + Class Room
- v. Biology Lab + Class Room
- vi. Provision for Auditorium (for 500 Students)
- vii. Science Museum
- viii. Innovation Hall
- ix. Music room and Studio
- x. Common room+ 1<sup>st</sup> Aid room
- xi. Exhibition Hall
- xii. Staff room
- xiii. Play ground

### **Other scope of Work:-**

- i. Provision for Boundary wall
- ii. Provision for fancy Open stage in playground including green room with toilets.
- iii. Provision of Herbal/Botanical garden (Total area 4 Kanal or above).
- iv. Provision for Swimming Pool
- v. Provision for reception hall separate for each block
- vi. Provision of separate Stadium for Indoor Games.
- vii. Provision of Toilets in each block
- viii. Provision for Rain Harvesting Tank in each block
- ix. Provision for parking facility as per availability of land
- x. Provision for installation of R.O. Plant in each block
- xi. Provision for water storage tank
- xii. Provision for Standard colour plan as suggested by the Govt.
- xiii. Provision for School Gate (Separate entry for each Block)
- xiv. Provision for outdoor games.
- xv. Residence for the Principal ,Chowkidar and Mali.
- xvi. Provision for any other facility decided by the Govt.

Note:- Overall capacity of Day Boarding School will be approximately 1500 to 2000 Students.

### **E. TERMS OF PAYMENT:-**

- |                    |  |     |
|--------------------|--|-----|
| <b><u>i)</u></b>   | On submission of Standard drawings options and after Interaction with the competent authority for rationalization      | 25% |
| <b><u>ii)</u></b>  | On submission of Drawing after incorporating changes and after further interaction with the competent authority        | 25% |
| <b><u>iii)</u></b> | On submission of 3 sets each of standard drawings along with soft copy and approval thereof by the competent authority | 50% |

A security 5 % shall be deducted in each payment which shall be released after one month from the approval of final sets of drgs. As per iii above.

**F. TIME FRAME FOR COMPLETION OF WORK AND PENALTY FOR DELAY:-**

The allotted work is required to be completed within a period of 3 weeks from the date of assignment/work order.

In case the bidder fails to complete the work in the specified time, Director of Higher Education, H.P. shall levy penalty @  $\frac{1}{2}$  % of contract value per week of part thereof starting from the scheduled complete date, subject to a ceiling of 10% and then can close the contract if the Firm fails to complete the allotted work the time line fixed or re-fixed. and the payment of particular scope along with subsequent scope and security deposited and Earnest Money will also be forfeited. Time will be the essence of the agreement.

**G. ARBITRATION:-**

All disputes shall be subject to jurisdiction of Shimla.



## **PART-III: FORMATS FOR SUBMISSION**

**COVER LETTER**  
(ON LETTER HEAD OF APPLICANT)

To

The Director of Higher Education,  
H.P. Shimla-1

**Sub: Submission of Expression of Interest for preparation of Standard Architectural Drawings one for plain area, one for low altitude (Moderate Slopes) and one for high altitude (Hill area) for the proposed Day-Boarding school in H.P**

Dear Sir,

- 1 I/We, having examined the EOI Document thoroughly and understood its contents are hereby expressing out interest and the decision of Director of Higher Education, H.P. with regard to our prequalification shall be final and binding on us.
- 2 I/We hereby certify that all the statements made and information supplied in the enclosed Forms is true and correct.
- 3 I/We agree and undertake to be bound by all the terms and conditions of the EOI.
- 4 I/We have furnished all information & details necessary for Bid & have no further pertinent information to supply.
- 5 I/We confirm that we are registered with the Council of Architect of India.

(Name of the person)

Date:

(In the capacity of) Company Seal

**FORM-B****STRUCTURE AND ORGANIZATION**

1.	Name and Address of Applicant.	
2.	Address	
3.	Telephone No. and Fax No. and E-mail id	
4.	Legal status of the applicant (attached copies of original documents defining the legal status) a) A proprietary Firm b) A firm in partnership c) A limited Company (Private of Public).	
5.	Name of Partners/Directors with their address, Telephone numbers, Fax and Email.	
6.	Designation of individuals authorized to act for the Organization.	
7.	Detail of Registration/Membership with the council of Architect (Attach copy).	
8.	Has the applicant or any consultant partner in case of partnership firm, has any pending litigation in the name of his organization? if so give details.	
9.	Has the applicant or any consultant partner in case of partnership firm, ever been convicted by a court of law? if so, give details.	
10.	Other details: a) PAN No. b) GST No. (Copies to be enclosed) c) EPF registration No. d) ESI Regd. No.	
11.	Any other information considered necessary but not included above.	
12.	Awards And Accreditation	
13.	Copies of Turnover duly certified by the C.A.	

**FORM-C****FINANCIAL INFORMATION**

Turnover of the firm last three years from Architectural services duly certified by the CA:

<b>S. No.</b>	<b>Financial Year</b>	<b>Amount (in Rs. Lakh)</b>
1.	2019-20	
2.	2020-21	
3.	2021-22	

Note: In addition to the above the applicant has to submit the following documents/information:

1. Copy of valid GST Number :
2. Copy of PAN/TAN card :
3. Details of litigations, if any :
4. Other relevant details, if any :

**Signature of Authorized Signatory**

**DETAILS OF SIMILAR WORKS DURING THE LAST 5 YEARS**

Sr. No.	Name of work	Scope of Service	Cost of Project.	Date of Start	Date of completion	Name & Address of the client	Type of Building / work

The following documents are to be enclosed for each of the above work.

- Copy of Experience Certificate from client not below the rank of Executive Engineer or equivalent OR competent person to issue such certificate in PSU and large Public Sector Firm.
- Copy of Agreement Award letter.

Note:- applicant is requested to write details of projects in support of their qualification criteria.

**Signature of Authorized Signatory.**

**DETAILS OF WORK IN HAND**

Sr. No.	Type of work	work executed for ( name of the Institution)	Nature of work ( in Brief)	Location	Value Rs.	Duration of work and stipulated time	Present stage of work

( Please enclose copy of Proof).

Signature of Authorized Signatory.

**FORM-F****DETAILS OF TECHNICAL PERSONS DURING THE YEARS**

Sr. No.	Technical Profession	Name	Designation	Qualification	Total Years of experience	Experience in the present firm.
1	Architect					
2	Structure Consultant					
3	Electrical Consultant					
4	Plumbing & Water Supply Consultant					
5	Landscape Consultant					
6	Interior Design Consultant					
7	Health Care Planners					
8	Any Other Professionals					

- List of only in house Technical personal working full time and on roll shall be provided.
- Attach a copy of recently signed C.V. of individual personnel copy of Agreement/ Award letter.

**Signature of Authorized Signatory**

**FORM-G**

**EMPANELMENT WITH VARIOUS GOVERNMENT, SEMI- GOVERNMENT/ P.S.U. OR  
LARGE PRIVATE SECTOR COMPANIES.**

Sr. No.	Name & Address of Organization	Category of Empanelment	Period of Empanelment

Attach copies of certificate/ letter for empanelment of each organization.

**Signature of Authorized Signatory**



**AWARDS AND ACCREDITATION**

Sr. No.	Name& country of Award	International / National Award	Name of Project.	Year of Award.

**Signature of Authorized Signatory**

**LIST OF NAMES OF PROPRIETOR/ PARTNERS**

Name	Qualifications	Experience	Particular of work done	Employed in your firm since	Value of work done

(Please enclose proof)

**Signature of Authorized Signatory**

**AFFIDAVIT**

1. I /we, undersigned, to hereby certify that all the statements made in the required attachments are true and correct.
2. The undersigned also hereby certify that neither our firm M/s----- has been blacklisted nor has been debarred by any government department, in India.
3. The undersigned hereby authorizes and request ( S) any bank, person, firm or corporation to furnish pertinent information deemed necessary and requested by the Department to verify the statement or regarding my ( our) competence and general reputation.
4. The undersigned understand and agrees that further qualifying information may be required, and agree to furnish such information at the request of the Department Project Implementation agency ( DIRECTOR OF HIGHER EDUCATION, H.P.).
5. The bidder should furnish an affidavit that the firm has not been blacklisted / departed /suspended by any Govt. / Semi Govt. Organization.

( Signed by an Authorized Offcer of the Firm)

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Title of officer.

-----  
Name of Firm.

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Date

**PREPARATION OF STANDARD ARCHITECTURAL DRAWINGS ONE FOR PLAIN AREA, ONE FOR LOW ALTITUDE (MODERATE SLOPES) AND ONE FOR HIGH ALTITUDE (HILL AREA) FOR THE PROPOSED DAY-BOARDING SCHOOL IN H.P (FINANCIAL BID)**

We will charge @ Rs.------(Rs.-----) {In words\_\_\_\_\_} per Sqmt. of the plinth **area** for Planning and Designing as per Terms & Conditions and Scope of work as mentioned in EOI as Consultant Architects. Any additions/alterations/changes in the drawings submitted by the Architect shall be covered within above quoted rates.

**TERMS & CONDITIONS:-**

- **GST:-** The above consultancy fee structure shall be exclusive of GST as are levied by the government from time to time, under the applicable law.

**Other Expenses:-** The above fee would be inclusive of all out of pocket expenses which include travel/field visits if any, photocopying , stationery, printouts, Telephone calls, lodging and boarding expenses etc. incurred in connection with the above.

- **Commencement of Services:-** the work shall commence within seven (3) days from the date of issue of allotment letter/ work order.
- The entire range of activities indicated above would be completed by the Architect within the specified time.
- **Documents:- Three sets of standard drawings** shall be supplied by Architect along with soft copies. All the plans, maps, drawings, specifications, reports, deliverables, and other documents submitted by Architect shall become and remain the sole property of Director of Higher Education, H.P. These deliverable with be duly signed and stamped and shall be the property of Director of Higher Education, H.P. and the Architect shall have no right to use distribute or share this information/ documentation for any purpose except for academic purpose and that too with prior permission of Director of Higher Education, H.P.
- **Confidentiality:-** Architect shall not either during the term or after the completion of the project, disclose any proprietary or confidential information in relation to the Project or services so rendered seeing the nature of consultancy.
- In case Architect fails to furnish the deliverables within stipulated period or not up to the satisfaction of Director of Higher Education, H.P. the allotment is liable to be cancelled and no further claim shall be entertained.
- All the drawings/ correspondence between Director of Higher Education, H.P. and consultant with be kept confidential.

Signature of the Authorized person-----

Name of Agency-----

Correspondence Address

Contact No. & E-mail id-----

## CHECKLIST

Sr. No.	Particulars	Attached (Yes/No)
1	Technical Bid (Envelope-I) <b>i) EMD in the shape of bank draft/Bank Guarantee in favour of Director of Higher Education for Rs. 20,000/- (Rupees Twenty Thousand)</b> ii) Cover Letter on letter head of applicant (as per Form-A). iii) Structure and organization (as per Form-B). <b>iv) Financial Information (Turnover(for consultancy service) duly certified by the CA as per Form-C).</b> <b>v) Detail of similar works during last five years (as per Form-B).</b> vi) Affidavit as per Form-J. vii) Check List as per Form-L <b>viii) Documents as per Eligibility Criteria(Sr.No.1-6)</b>	Yes/No
2	Financial Bid (Envelope-II) i) As per Form-K	Yes/No

**Note:- All documents should be signed by the authorized signatory as per authority letter in case of partnership firm and company and Proprietor in case of proprietary firm.**

Signature of the Authorized person-----

Name of Agency-----

Correspondence Address-----

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Contact No.-----

E- mail id:-----