



# CENTRAL UNIVERSITY OF KASHMIR

Nowgam Campus II, Near Puhroo Crossing, Nowgam, Srinagar – 190015 (J&K)  
Phone: 0194-2315371, Website [www.cukashmir.ac.in](http://www.cukashmir.ac.in)

**EoI No. 01 of 2016**

**Dated: 19.12.2016**

## INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR SELECTION OF CONSULTANT

EoIs are invited from reputed firms/companies/organizations for engagement as **Consultant** to provide architectural services & detailed engineering design for the construction of Mini- Academic Block having preliminary estimated cost of **Rs 5 Crores**. The last date for receipt of EoI is 09.1.2017 (04:00 pm).

### 1. THE UNIVERSITY & ITS CAMPUS

The Central University of Kashmir (*erstwhile Central University of Jammu & Kashmir*) has been established in 2009 by an Act of Parliament with jurisdiction over Kashmir Division of the State including Leh & Kargil and is envisaged to be a model University for the State Universities in the region. The University has been allotted around 500 acres of land in District Ganderabal, Kashmir for its permanent campus.

### 2. ELIGIBILITY:

Only those firms/companies/organizations who fulfill the following criteria should apply in response to this Invitation for EOI:

- 1) The bidder should have at-least one Architect and one Structural Engineer on its rolls. The Architect should be registered with the Council of Architecture, Govt of India. A certificate to this effect shall be submitted by the bidder giving details and documents of Architect and Structural Engineer.
- 2) The bidder should have provided consultancy services (Architectural & Structural) to a **Govt institution** for construction of a building (single project) with a completion cost of Rs 4 crores and above. Completion certificate to this effect shall be obtained by the bidder from the client.
- 3) The bidder should have a registered office in Kashmir valley with a continuous operative experience of 05 years as on the last date of submission of this EoI. A certificate to this effect along with the complete address of the office shall be provided by the bidder.
- 4) The bidder or any of its constituents should not have been barred or blacklisted by Central and/or any State Govt in India.

**3. SELECTION PROCESS:**

The process of selection of Consultant shall be done on the basis of **Combined Quality Cum Cost Based System (CQCCBS)** covering the Presentation & Financial Bid. The Consultant shall be selected on the basis of the highest score obtained out of 100 Points (70 + 30). The details of the scoring system applicable to the process are as:

**I. Presentation: Max Score of 70 points**

The bidder shall make a power point presentation (10 Minutes Max) about the architectural & structural design of the proposed Mini Academic Block. The building is planned to have space for faculty, staff and classrooms sufficient to meet the requirements of two departments. The tentative estimated cost of the building is 5 crores and the approximate built up area is 1050 sq.mts. It is desirable that the bidder may visit the Ganderbal campus for getting feel of the site.

**II. Financial Bid: Max Score of 30 points**

The bidder who has quoted the lowest consultancy fee (%) will be assigned a score of 30 in the financial bid. The other bidders will be allotted score relative to the score of bidder with the lowest quote, as below:

$$F_s = FL/F \times 30$$

Where:

F<sub>s</sub> = The financial score of the Financial Proposal being evaluated

FL = The consultancy fee (%) of lowest priced Financial Proposal

F = The consultancy fee (%) of Financial Proposal under consideration

For above selection process, the bidder should provide the following information/documents:

**1. Technical Bid:**

- a. Profile of the manpower associated with the firm including details of the Architect and the Structural Engineer.
- b. Details about the Office address of the bidder and experience letters pertaining to last five years (2012-16)
- c. Details of projects handled as Consultants giving date of start, date of completion, cost of project etc. The details must be as per the format at Annexure – I.
- d. Submission of Letter of EoI on the prescribed format (Annexure – II).

**2. Financial Bid:** Bidders will be required to quote their consultancy fee as percentage of the **final** cost fully to be paid by the University (Annexure – III). The quoted percentage shall be inclusive of all costs and charges in Indian rupees for providing Consultancy Services to the University. The service tax on consultancy fee if applicable shall be borne by the University. However, the amount payable as fee shall be subject to TDS as per norms. The initial installments of consultancy fee to the Consultant shall be made on the basis of the estimated cost of the project/work. The total amount to be paid as the consultancy fee shall however be calculated as percentage of the **final cost** at the completion of the project.

**4. BID DOCUMENT, EMD & PERFORMANCE SECURITY:**

The bid document for the engagement of Consultant can be downloaded from the University website [www.cukashmir.ac.in](http://www.cukashmir.ac.in). The bidder shall deposit the cost of bid document of **Rs 5000 (five thousand only)** & EMD of **Rs 1,00,000 (Rs one lac only)** in the form of separate Demand Drafts drawn from any nationalized bank in favour of Central University of Kashmir payable at Srinagar (J&K). Both DDs must be kept in sealed envelope & submitted with the proposal. Other than DDs, no other mode of payment is acceptable for depositing cost of bid document & EMD.

The bidders are advised not to make any corrections, additions, alterations in the downloaded bid document. In case, any corrections, additions, alterations are made in the downloaded bid documents; such bid shall summarily be rejected.. The EMD for all the un-successful bidders shall be refunded without any interest after the Consultant has been selected by the University. No exemption from depositing the EMD shall be allowed to any participating bidder.

The University shall deduct **10% of the consultancy fee** from each installment payable to the Consultant and retain it as the **Security deposit**. The Security deposit shall be refunded to the Consultant without any interest on successful completion of project. In case of non-satisfactory performance, the University reserves the right to forfeit the Security Deposit.

**5. INSTRUCTIONS FOR SUBMISSION OF BIDS**

**Envelope-1:** Technical bid should include DD towards cost of tender document as well as EMD along with all accompanying documents in a sealed cover. The bid document downloaded from the University website shall be duly signed on each page by the bidder and should be enclosed along with technical bid in envelope-1. In case, cost of the document and/or EMD is not deposited along with the technical bid, proposal of such bidder shall not be evaluated and shall be kept out from participating in the further bid process.

**Envelope-2:** Financial bid as per the format enclosed in the **Annexure- III** should be packed in a separate envelope and sealed. Financial bid of only those firms shall be opened who are found eligible/participate in presentation as per the requirements of the project.

**Envelope-3:** This should contain Envelope-1 and Envelope-2 and shall be sealed. This envelope should be super scribed with the name of the project, date & time of submission and should be either hand delivered to the **Registrar, Central University of Kashmir, Nowgam Campus, Near Puhroo Crossing, Srinagar – 190 015 (J&K)** or sent by regd. Post/ speed post/ courier to reach the above address before the last date fixed for the receipt of bids.

## **6. DISQUALIFICATION:**

The University may disqualify bids on account of but not limited to the following reasons:

- a) If received after the last date and time.
- b) If the bidder disregards any of the terms & conditions of the bid and/or leaves any ambiguity in calculation of the consultancy fee
- c) If the participant attempts to influence any member of the selection board.
- d) Receipt of conditional bids.
- e) If the bidder provides any misleading information or conceals any information.

The decision of the University in the matter of disqualification shall be final and binding and no further correspondence shall be entertained from any disqualified bidder thereafter.

## **7. OTHER INSTRUCTIONS**

- 1) The University reserves the right to modify unilaterally any part of this document at any stage of the selection of the Consultant as per its own requirements.
- 2) All provisions in this document and future documents to be issued by the University in connection with this consultancy work are supplementary and complementary to each other and are not to be read in isolation.
- 3) Applicants are advised to visit the University website [www.cukashmir.ac.in](http://www.cukashmir.ac.in) regularly for latest updates & clarifications regarding this EoI and subsequent stages.
- 4) The University reserves the right to:
  - i. Accept or reject any or all applications for this EOI without assigning any reason, whatsoever.
  - ii. Amend the selection process at any stage without assigning any reason, whatsoever.
  - iii. Amend the provisions of this EOI or any other document issued at any stage of selection without assigning any reason, whatsoever.
  - iv. Amend the scope of work without assigning any reason, whatsoever.
  - v. Debar applicant if during the process of selection process or later at any stage, it is found or discovered that applicant has/ had provided incorrect/ misleading information or material misrepresentation or concealment of information sought by the Institute.
  - vi. Close the invitation at any stage without assigning any reason whatsoever

- 5) The University reserves the right to engage the Consultant out of the reserve panel in case the selected Consultant is not able to complete the project as per the time schedule & other requirements laid down by the University.
- 6) The University shall not be bound to give justification for any aspect of the selection process and the decision of the University shall be final and binding on all without any right of appeal. Further, In case of any dispute, any suite or legal proceedings against the University, the jurisdiction shall be restricted to the Courts at Srinagar, J&K.
- 7) The list of the eligible bidders for the presentation shall be hosted on the University website. If interested bidders can attend the opening of the Technical & Financial Bids at Nowgam Campus.
- 8) In case the last date fixed for the submission of the EoI is declared a holiday/off-day, the next working day shall be deemed to be the last date.
- 9) For any clarification, please send us your query at [registrar@cukashmir.ac.in](mailto:registrar@cukashmir.ac.in)

#### 8. TIME SCHEDULE

S.NO.	ACTIVITY	DATE
1	Availability of bidding document on website	20.12.2016
2	Last date of submission of bids	09.01.2017
3	Opening the Technical Bids	10.01.2017
4	Presentations & Opening of Financial Bids	16.01.2017

*Note: Changes if any, to the above dates will be notified on the University website. Further, as mentioned in this document, only eligible bidders shall be allowed to participate in presentation & onward process. List of such eligible bidders shall be available on the University website shortly after opening of Technical Bids.*

#### 9. SCOPE OF CONSULTANT SERVICES:

Pursuant to the selection of the Consultant, an agreement shall be signed by the University & the Consultant elucidating the scope of services, duties & responsibilities of the Consultant. An Integrity Pact shall be a component of the Agreement. The contents of the agreement shall broadly include but not limited to the following:

**Conceptual Design Phase:** Preparation of preliminary conceptual drawings which includes preparation of various floor plans, sections, elevations, perspectives etc. The Consultant shall consult the University to ascertain their comments on the final design. The Consultant shall incorporate the University's comments and refine the Design Studies consisting of drawings and other documents illustrating the scale and relationship of Project components during the preliminary development phase. All the drawings & designs shall be prepared in accordance with r bye laws/implications conforming to the Local Area Development Norms.

**Preliminary Design Phase:** The Consultant shall prepare from the approved conceptual Design Studies, the Design Development Documents consisting of drawings and other documents to fix and describe the size and character of the Project.

**Tender Document Phase:** The Consultant shall prepare from the approved Preliminary Development Documents, working drawings and specifications, which describe in detail requirements of construction of entire project, including large scale and full size details. The Consultant will continue co-ordination with the University to facilitate its work.

The drawings prepared by Consultant shall consist of details of Architectural, structural, Internal Electrical installation with floor wise lay-out plan, HVAC, fire detection/ alarm and fire fighting, Internal sanitary installations including Plumbing, drainage and external disposal system with sewerage lay-out plan, water supply, internal roads, landscape and horticulture, internal and external electrification etc.

**Construction/Execution Phase:**

1. Providing detailed construction drawings (Good for Execution), interiors design like partitions, false ceiling, floor/wall/roof finishes etc for execution of main & associated works such as Public Health, Electrical, HVAC, Site development etc.
2. The Consultant shall make visits, as & when required, to the site, to familiarize him with the progress and quality of the work and to attend co-ordination meetings called by the University. On the basis of its on-site observations as a Consultant, he shall inform the University about defects and deficiencies in the Work of the Contractor.
3. The Consultant shall advise University to reject works which does not conform to the Contract Documents. Whenever, in its reasonable opinion, he considers it necessary or advisable he may ask for the special inspection or testing of any work in accordance with the provisions of the Contract documents whether or not such Work is then fabricated, installed or completed.
4. The Consultant shall in consultation with the University review shop drawings, samples and other submissions of the Contractor for conformance with the execution drawings of the project.
5. The Consultant shall issue necessary clarifications, detail drawings, revisions etc. that may be required for the smooth progress of work at site.
6. Prepare and submit completion reports and drawings of the project as required to the University.

Sd/-  
**REGISTRAR (I/c)**

**Annexure – I**

(On bidders letter head)

(Applicable for Completed Projects only)

S.No	Name of the Project	Sponsor/Client Institution	Project Cost (Crores)	Date Commencement	Date of Completion

**Note: Documentary proof to be attached in the form of the completion certificates issued by the respective clients/departments.**

**Signature:**

**Name of the signing authority:**

**Designation:**

**Name of the firm/bidder:**

**Address:**

**Seal:**

**Dated:**

**Format of Letter of Expression of Interest**  
[On letterhead]

Reference:  
Date:

The Registrar  
Central University of Kashmir  
Nowgam Campus, Near Puhroo Crossing  
Srinagar – 190 015

**SUBMISSION OF EXPRESSION OF INTEREST**

Sir,

We hereby submit our Expression of Interest (EOI) for Consultancy services as explained in the Invitation for Expression of Interest for the afore-mentioned project. In support we submit all the necessary information and relevant documents for our participation in the process of selection. We hereby submit our willingness to work on the project as detailed in the EoI.

We undertake to abide by the provisions laid down in this EoI and any other document issued by the University during the process of this assignment.

We declare that at the time of submitting this EoI, neither we nor any of our constituents have been barred or blacklisted by Central and/or any State Govt Department/agency of India.

Yours faithfully,  
Signature of Applicant:  
(Should be signed by authorized representative of Applicant)  
Name of Signatory:  
Designation:  
Name and address:  
Contact number:  
Fax:  
Email:



**Proforma for Financial Bid**  
[On letterhead]

Reference:  
Date:

The Registrar  
Central University of Kashmir  
Nowgam Campus, Near Puhroo Crossing  
Srinagar – 190 015

Sub; Consultancy services for Mini Academic Block – Financial bid

Sir,  
In response to subject work, we hereby quote our Consultancy Fee as under:

Description of Work	Consultancy Fee including all taxes & charges, however excluding Service Tax (As percentage of Project Cost)	
	In Figures	In Words
Construction of Mini Academic Block	%	

*Notes:*

1. *The Service Tax, if applicable on the consultancy fee will be paid by the University to the concerned Govt agency.*
2. *Amount payable to the selected Consultant shall be subject to TDS as per norms.*

Thanking you,

Yours faithfully,

Signature of Applicant:  
(Should be signed by authorized representative of Applicant)  
Name of Signatory:  
Designation:  
Name and address  
Contact number:  
Fax:  
Email: