



सेलवासनगरपरिषद/सिलवासानगरपरिषद
SILVASSA MUNICIPAL COUNCIL
दादराअनेनगरहवेली/दादरानगरहवेली
DADRA & NAGAR HAVELI
SILVASSA - 396230

Phone No.: 0260-2633192, Fax No.: 0260-2633191



एक कदम स्वच्छता की ओर

No. SMC/Tender Notice/2018-19/1982

Dated:20/07/2018

E-TENDER (ONLINE) INVITATION NOTICE NO. 19 of 2018-19

The Chief Officer, Silvassa Municipal Council, Silvassa invite tenders through on line on www.dnhtenders.gov.in from the eligible consultant /consultant firm for the "SELECTION OF CONSULTANT / ARCHITECT FIRM FOR CONSULTANCY SERVICES FOR PREPRATION OF MASTER PLAN FOR REDEVELOPMENT OF SILVASSA PANCHAYAT MARKET AT SILVASSA."

Sr. No.	Name of work	Tender ID No.	Apprx. Estimated cost of Project.	Earnest Money (Rs.)	Tender fees Non refundable	Numbers of calls	Time limit.
1	Consultancy Services For Preparation Of Master Plan For Redevelopment Of Silvassa Panchayat Market At Silvassa for engaging Architect & Structural consultant for preparation of DPR including conceptual drawing, Building & Road layout plan, elevation, sections, perspective views landscape Design, 3d Visual Models, Walk through presentation, Project presentation and thereafter preparation of detail Structural Design and Drawings, detail cost estimates of approved Architectural PLAN on PWD pattern and providing technical assistance for clearance of the design, drawings, and estimates from the Govt. Institution engaged by the UT Administration for vetting, verification and providing assistance for supervision of works during the course of execution as and when required by the department including certifying the construction quality and structural stability etc. till the project complete period for the work awarded.	2018_UTDNH_2889_1	65.00 Crs	Rs. 50,000/-	Rs. 5000/-	2nd call	90 days
• On line downloading start					20.07.2018 onwards		
• Bid document download end date					09.08.2018 upto 14.00 hours		
• Last date and time for Receipt of Bid/Supplied					09.08.2018 upto 14.00 hours		
Physical submission of tender fees, EMD, Experience Certificate, Registration, VAT Registration and other documents etc. in hard copy in the office of the tender inviting authority by RPAD/Speed post /courier. In case, physical submission through RPAD/Speed post/Courier, the Tender inviting Authority shall not be responsible for any postal delay or loss of documents.						09.08.2018 upto 16.00 hours	
• Pre-bid Meeting held on					27.07.2018 at 12.00 P.M.		
• On line Tech bid Opening.					09.08.2018 upto 15.00 hours		
Bidders have to submit price bid in Electronic format only on www.dnhtenders.gov.in website till the date and time for submission. Price Bi in Physical format shall not be accepted in any case.							
The Tender Inviting Authority reserves the right to accept or reject any or all the tender to be received without assigning any reason thereof.							
Bidder shall have to post their queries on E - mail Address : smc2006@vmail.com or before dated.					27.07.2018		

Sd/-
Chief Officer,
Silvassa Municipal Council
D. & N. H. SILVASSA

Copy submitted for kind information to: -

1. The Collector/Director, (Municipal Adm.), Dadra and Nagar Haveli, Silvassa.
2. The President, Silvassa Municipal Council, D&NH, Silvassa
3. PS to Administrator, DD & DNH, Silvassa.
4. PS to Development Commissioner, DD & DNH, Silvassa.
5. PS to Secretary Finance, DD & DNH Silvassa.

Copy fd.w.cs. to the.

6. The F.P.O. for vide publicity.
7. All Head of Office, D&NH, Silvassa.
- 8 Copy to all Councilors, SMC, Silvassa.

Copy to:-

9. The Director (Information Technology) Silvassa for vide publicity on web site www.dnh.nic.in
10. The Deputy Director (OL) D & N.H. Silvassa for Hindi and Gujarati translation.



(सिलवासा नगर परिषद)

SILVASSA MUNICIPAL COUNCIL

संघ शासित प्रदेश दादरा एवं नगर हवेली

UT of DADRA & NAGAR HAVELI

सिलवासा 396230-

SILVASSA - 396230

one No.: 0260-2633192, Fax No.: 0260-

2633191



REQUEST FOR PROPOSAL (RFP)

SELECTION OF CONSULTANT / ARCHITECT FIRM FOR PREPARATION OF MASTER PLAN FOR REDEVELOPEMENT OF SILVASSA PANCHAYAT MARKET

**CHIEF OFFICE
SILVASSA MUNICIPAL COUNCIL
SILVASSA.**

**CHIEF OFFICER
SILVASSA MUNICIPAL COUNCIL
SILVASSA.**

File No. SMC/CO/2018/

Date : / /2018.

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Name and Address of the bidder to whom issued:

.....
.....

Date of issue:

Issued by: **Designation**

(Stamp of the Issuer)

1.0 INTRODUCTION

ABOUT THE TERRITORY:

The Union Territory of Dadra and Nagar Haveli is situated on the Western coast of India between the parallels of 20° – 0' and 20° – 25' of latitude North and between the meridian 72° – 50' and 73° – 15' of longitude East. Its population is **3,43,709 (1,93,760 male and female 1,49,949)** as per 2011 Census data. It has an area of 491 Sq.Km and comprises of two enclaves, viz (1) Dadra and (2) Nagar Haveli, having 72 villages. Silvassa the capital of this U.T. and village Amli together now constitute the Municipal Area under the Silvassa Municipal Council. The territory is surrounded by Valsad District of Gujarat on West, North and east and by Thana District of Maharashtra on south and South – East. It has hilly terrain especially towards the North – East and East where it is surrounded by ranges of Sahyadri Mountains. The terrain is intersected by the River Damanganga and its three tributaries namely Kolak, Piparia & Sakarthod. The River rises in the Ghats 64 Km. from the Western coast and discharges itself in the Arabian Sea at the port of Daman. The Climate is moderate though hot during summer.

The nearest Railway Station is Vapi which is about 18 Kms from Silvassa. The UT is linked with National highway No.8 (Now NH-48) at a distance of approximately 12 Km. from Silvassa.

The Capital city of the Union Territory, Silvassa is in close proximity with three major cities viz., Mumbai at a distance of 180 Kms towards the South; Surat at a distance of 140 Kms towards North; and Nasik at a distance of 140 Kms towards East.

PROJECT LOCATION:

Existing Government Land in the capital town of Silvassa.

1. Panchayat Market Silvassa.

**Chief Officer
Silvassa Municipal Council
Silvassa.**

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<ul style="list-style-type: none"> On line downloading start 					20.07.2018 onwards		
<ul style="list-style-type: none"> Bid document downloaded 					09.08.2018 upto 14.00 hours		
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<ul style="list-style-type: none"> On line opening of Price Bid. 					-		
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Bidder shall have to post their queries on E – mail Address : smc2006@ymail.com or before dated.					27.07.2018		

(Mohit Mishra)
Chief Officer
Silvassa Municipal Council
Email : smc2006@ymail.com
☎: 0260-2633192

2.0 INSTUCTION OF BIDDERS (ITB)

2.1 SCOPE OF WORKS.

- (i) ARCHITECTURAL CONCEPT & DETAILED DESIGN.**
- (ii) ENGINEERING DESIGN.**
- (iii) SERVICES DESIGN.**
- (iv) DETAILED PROJECT REPORT. (DPR).**
- (v) EQUIPMENT FOR ELECTRICAL, MECHANICAL, MEDICAL SERVICES.**
- (vi) FURNITURE AND FIXTURES, AND OTHER INTERIOR DECORATION ITEMS AND EQUIPMENTS REQUIRED FOR THE PANCHAYAT MARKET.**

The main description of the work to be handled by the consultant shall include:

- 1) Visiting the site, discussing details with the UT Administration, Silvassa Municipal Council & Chief Officer Silvassa Municipal Council and attending the meetings etc. as and when required.
- 2) To undertake necessary site survey, catchment area survey and soil investigation for Preparation of detail engineering drawing and estimate as per GSOR applicable in the UT of D&NH for the various components like Civil works, electrical, water supply, sanitation, storm water, utility services, mechanical services, graphic signage, as well as the site development plans in respect of all new construction.
- 3) Preparing detailed architectural drawings, landscape drawing, layout out plan, Floor plan, elevation and structural design, working drawing, cross sections with all required details, estimation of the project based on the Gujarat Schedule of Rates (Valsad) provided by the department or on the Rate Analysis if the items are not available on SOR along with the supporting documents, NIT etc.
- 4) Tender Process Management for the entire tender till the award of work order.

5) The participant shall provide design the Redevelopment of existing Panchayat Market at Silvassa, D&NH which shall design for 400 Nos. vendors i.e. Shops for Cloth, Barber, Wiring, Computer, TV, Mobile, Cutlery , Grocery Vegetable vendors, Fruits vendors, Fast Food vendors, Flowers Shops & Others shops with provision of open and enclosed facilities for the permanent traders and the visiting traders, fixed shop units; open stalls (roofed); the stalls provided with lock-up storage facilities, a paved market square used by casual traders, public toilets, parking provision is needed for service vehicles, delivery vehicles and visitors., pedestrian and vehicle circulation areas, security and cleaning arrangements, office for the market manager. The panchayat market is envisaged to be developed as a thriving city plaza. The architects shall also provide the design of parks, garden, play area or open space etc for the plaza. They shall also prepare a market development proposal and making budget estimates; looking for financing and constructing the market; and managing, operating and maintaining the market. The land area is **13800.00**Sq.mt. Average area of the shop to be considered is 13 Sq. Mt. Considering 30% movement, services and wall, etc. In addition to these shops, the architects are advised to use suggest some part for vegetable market/selling. The Architects are free to consume as much FSI as they deem fit.

- A. The design shall be strictly as per the provision of D.C. Rules (DCR 2014). The ground coverage shall be 33%, FSI 2.0, the required setback shall be 9.00mtrs at front and 8.00mtr from all other sides and 24.00 mtr from the center of the main Road. The height of the building cannot exceed 30 mtrs.
- B. Adequate parking space has to be provided. Rain Water Harvesting and all other requirement for Disabled Persons shall be provided which is mandatory as per the Government of India norms for any public building. Waste processing shall have to be provided as per Solid Waste Management Bye-Laws 2018.
- C. The participants shall submit a concept plan of the area based on which a detail Master Plan shall be prepared showing the location of all the required buildings with various infrastructure facilities such as access, public space, drainage etc.
- D. The participants shall also prepare Architectural design with elevation drawings and each floor plan showing the use of each area along with the circulation pattern etc.
- E. The design shall be Eco friendly with due consideration of Green Building Concept and Energy Saving devices as per the guidelines of the Bureau of Energy Efficiency (BEE).
- F. The participants shall submit the detail design drawings and shall list all the components of the layout plan with technical specifications.
- G. To submit component/building wise costing of the project as per the specifications.

- H. To undertake necessary survey and investigation regarding site by own.
- I. To give a technical presentation, 3D Architectural view before the Technical Committee.
- J. The Architect/ Architectural firm whose design is selected for the award shall submit a 3D Model of his design within one month of the design selection.

2.2 TASK EXPECTED TO BE CARRIED OUT.

- 1) Preparation of PERT/CPM charts for ensuring timely completion of the work and reviewing the progress of work as time allowed in tender agreement.
- 2) Preparation of working drawings and such detailed drawings required for successful execution and completion.
- 3) On completion of the estimation and designing, the consultant will provide one copy of drawings on tracings to the Chief Officer Silvassa Municipal Council & one on C.D. i.e. a soft copy with all details of services that he has provided for useful maintenance and office records etc.
- 4) The successful consultant will provide prints of working drawings in required numbers of set and insisted by the department, as may be required during the progress of work.
- 5) Providing working drawing during the execution of works incorporating all the changes in drawings etc. as may be required during the work progress.
- 6) The successful consultant will issue the entire required certificates that may be required during the progress including completion certificate and stability certificate in conjunctively with the Byelaws and National Building Code or other IS Codes and norms applicable.
- 7) Providing the site supervision/inspection with periodical visits preferably 2 visits in a month or as may be required on demand from the users department. All hidden work/measurement shall also be inspected invariably during the course of execution.
- 8) To submit all the required certificates/documents on completion of work in correlation to the stability certificate and other local requirements.
- 9) The successful consultant shall prepare a detailed work programme and will submit to the Chief Officer Silvassa Municipal Council for the submission of design, detailed structural drawings, Estimates, Tender Bid documents, NIT etc. within two week from the date of signing the agreement.

- 10) Preparation of the detailed RCC/Structural Design, Architectural and engineering works as per the sound engineering practices. The design shall meet the requirements based on relevant BIS, IRC and IS codes and standards, amended up to date or in its absence accepted requirements for such works. Based on detailed design consultant shall prepare a detailed Estimate in PWD pattern with necessary analysis and justification and submission the same to the Chief Officer Silvassa Municipal Council/Municipal Engineer. The consultant shall also provide four sets of Estimate with all engineering calculations, structural design & drawings in soft and hard copy format. In addition to this consultant shall provide 4 sets of structural design & drawing in soft and hard copy format.
- 11) Consultant shall provided Electrical Design, Furniture & fixtures layout, specification, BOQ and Drawings for tendering consisting of lighting layout and conducting, low current system layout, External cable layout, single line diagram of electrical system. [Minimum 4 sets].
- 12) Any other services in the subject to the work/site demands.
- 13) 3D presentation as and when required and association in presentation with at all level.
- 14) Vetting of structural design as per direction of Executing Agency, Silvassa Municipal Council from third party and consultant shall have to attend the discussion panel during proof checking. The consultants would be liable to effectuate the compliances that the vetting agency has offered. He would also be liable to visit the consultants' premises at any destination within the country without at any extra remuneration or the travelling expenses. The consultants shall submit the 4 sets of all structural drawings along with soft and hard copy and all calculation. The user agency will bear the vetting charges to be paid to the external agency is engaged for vetting the project.
- 15) Consultant shall provide all sets of drawings as per requirement of the Plan approving authority alongwith the Annexures, Undertaking etc and shall have to attend the discussion panel during approval. The Consultant will be responsible to get the Construction Permission for U.T. Administration/Silvassa Municipal Council as per guidelines prescribed in the prevailing Development Control Rules, etc.

2.3 COPYRIGHT, NUMBER OF DRAWINGS SETS ETC.

- 1) The fee to be paid as provided will be for full discharge of the functions to be performed by the consultant and no claim whatsoever shall be entertained by the U.T Administration and/or Silvassa Municipal Council in respect of any proprietary right of the parts of any other party relating to the drawings etc. The consultants indemnify and keep indemnified Chief Officer against all such claims cost and expenses paid by client in defending themselves against all such claims. The Consultant shall keep indemnified against any claim concerning any other parties in connection to discharge of their responsibilities for this work.
- 2) All data collected, survey and investigation report etc. all drawings architectural and engineering or other services/utilities (internal and external) would be supplied by the consultant as and when required for submission to all the local bodies and other authorities, the sets required by the Chief Officer, itself shall not less than six sets of prints and one reproducible copy in the same size. If there is any revision of any data, detail in any drawing for any reason, same number of drawings shall be re-issued without any extra charge. All the drawings will become the property of the Executing Agency Silvassa Municipal Council and it will have the right to use the same anywhere, elsewhere but only at its own risk and responsibility.
- 3) The drawings cannot be issued to any other persons, firm or authority or used by the Consultants for any other project. Drawings shall be issued to the associates and sub Consultants of the Consultants for the project concerned and until its usage restricted to it. No copies of any drawings or documents shall be issued to anyone except the Executing Agency Silvassa Municipal Council and/or his authorized representative.

3.0 PAYMENT OF REMUNERATION...

- 1) Silvassa Municipal Council (ULB) shall pay the fees to the consultant for the professional services that he will render.**
- 2) For the purpose of calculation of fees, the estimated cost of work as referred shall exclude the following**
 - a. Cost of Land.
 - b. Cost of any services which are not designed or planned by the Consultant or unapproved by the UT Administration and or Silvassa Municipal Council.
 - c. Cost of any anfractuons of work, demolition etc.
 - d. All payments made to local bodies.
 - e. Cost of overheads and administrative expenses, advertisements charges of the department Urban local body (ULB)
- 3) The fees shall be paid only on the basis of the estimated cost calculated to be discharged on the construction segment of the work/project. The estimated cost of the entire project shall be @ 65 Crores however, there may be 10% variation. The schedule of payment at various stages shall be as per Clause (5.0).
- 4) GST tax as applicable shall be paid to the consultants by the Chief Officer Silvassa Municipal Council subject to the condition that, the same is to be mentioned separately in writing along with bid failing which such charges shall not be paid by the Chief Officer Silvassa Municipal Council which may please be noted by the intending bidder/s.
- 5) The above fee at clause (4.1), is inclusive of fees payable by the consultant to any other sub consultant and associated consultant and nothing extra shall be payable by the Chief Officer Silvassa Municipal Council
- 6) The above fees shall be inclusive of the foreseen or unforeseen expenditure on any outstation visit of the consultant or his representatives for the work/project related purposes.
- 7) The Consultants shall have to make all arrangements for any other facilities required by his staff at his own cost.

- 8) The compensations of Rs.5000/- per default shall be recovered by the Chief Officer Silvassa Municipal Council, from the Consultant's senior representative for non attending prefixed meetings or the discussions, assistance to Chief Officer Silvassa Municipal Council in completing the work/project, provided that no such compensation will be recoverable, if in the opinion of the Chief Officer Silvassa Municipal Council that such failure to attend the meeting was for the reason beyond the control of the consultant/s.

4.0 MODE OF PAYMENT.

The successful bidder will be paid proportionally to the job on percentage basis as under:

Table 1 : Mode of Payment

Sr. No.	Activity	Payment %	Cumulative %
1	On appointment/Signing of Agreement/Acceptance of offer.	5%	5%
2	On submitting conceptual designs and rough estimate of cost.	5%	10%
3	On submitting the required preliminary scheme / architectural drawings and perspective views for the Client's approval alongwith the preliminary estimate of cost.	5%	15%
4(a)	On incorporating Client's suggestions and submitting Revised drawings for approval from the Client/statutory authorities, if any.	5%	20%
4(b)	Preparing and on submission of detail structural design, calculations, structural drawings and providing technical assistance for clearance of designs to vetting agency/any Government institution engaged by the UT Administration for vetting/ Proof checking verification including adopting modification in design and drawings as suggested (Payment shall be released after approval of Design/Vetting).	10%	30%
5	Preparing and on submission of detail estimates as per plan and design (Civil & Electrical and other utility services.) including specification and schedule of quantities, rate analysis etc. to client department.	10%	40%
5 (a)	Upon Clients/statutory approval necessary for commencement of construction, wherever applicable.	5%	45%
6	On inviting, receiving and analyzing tender; advising client on appointment of contractors.	10%	55%
7(a)	On submitting working drawings and details required for commencement of work at site.	10%	65%
7(b)	(i) On completion of 20% of the work.	5%	70%
	(ii) On completion of 40% of the work.	5%	75%
	(iii) On completion of 60% of the work.	5%	80%
	(iv) On completion of 80% of the work.	5%	85%
	(v) On Actual completion.	5%	90%
8	On submitting completion report and drawing for issuance of completion/occupancy certificate by statutory authorities, wherever required and on issue of as built drawings.	10%	100%

5.0 ADDITION AND ALTERATION

- 1) The Secretary Urban Development, Director (Municipal Administration) and The Chief Officer Silvassa Municipal Council shall have the right to request in writing for adopting the changes, additions, modifications or deletions in the design and drawing of any part of the work and to request in writing for executing the additional work in connection therewith and the consultants shall abide by complying these request. If the Chief Officer Silvassa Municipal Council deviates substantially from the original work/scheme which involves its appropriate execution then extra services, expenses and extra labour on the part of the consultants for creation changes and additions to the drawings specifications or other documents due to rendering major part or the whole of his work in fractious and the consultants may then be compensated for such extra services and expenses on quantum merit basis at percentage applicable under this agreement. It is also to be determined mutually unless such changes, alterations are due to the consultants own omission and/or discrepancies including changes required by the consultants for all internal, external utilities and services, the decision of the Chief Officer Silvassa Municipal Council shall be final one, whether the deviation and additions are substantial as requiring any compensation are to be paid to the Consultants. However for the minor modification or alteration which does not affect the entire design planning etc. no amount will be payable.
- 2) If it is established later on, on the call of tender that, the acceptable tender is not within the amount sanctioned, then the consultants shall if so desired by the Chief Officer Silvassa Municipal Council shall take steps to carry out the necessary modifications in the design and specification to witness that, the tendered cost does not exceed the corresponding provision in the Preliminary estimate by more than 5%. The consultants shall not be paid anything extra for such modification.
- 3) The Consultants shall not make any deviation, alterations, additions or omissions for the work shown/described and awarded to the contractor except through and with prior approval of the Chief Officer Silvassa Municipal Council/Engineer-in-charge in writing.

6.0 ABANDONMENT OF WORK

If the Consultants abandons the work for any reason whatsoever or becomes incapacitated from acting as Consultants for aforesaid job, then the Chief Officer Silvassa Municipal Council shall make full use of all or any of the drawings prepared by the Consultants. In such a veering state, the Consultants shall be liable to pay the damages as may be assessed by the Chief Officer Silvassa Municipal Council. Provided that, in the event of the termination of the agreement under serving the proper notice as provided in the clause hereinafter, the Consultants shall be entitled to avail entire fees for the services he has rendered and liable to refund any excess payment made to him over and above, which is due to him in accordance with the terms of this agreement till the date of termination of the agreement.

7.0 TERMINATION

That the agreement shall be terminated at any time by Chief Officer Silvassa Municipal Council, UT of DNH giving one month's notice to the Consultant and in the event of such termination, the Consultants shall be entitled to all such fee for the services rendered and liable to refund the excess payment, if any made to him over and above what is due in terms of the agreement on the sate of termination and the Silvassa Municipal Council, may fully utilize all or any of the drawings prepared by the Consultants. The determination of entitle fees shall be as determined by Chief Officer Silvassa Municipal Council which will be final & binding.

8.0 DOCUMENTS SUBMISSION

Document to be submitted along with offer (in physical submission as well as shall be Scan and placed on website along with the tender documents as a mandatory documents)

- 1) Consultant's registration details and relevant certificates
- 2) Technical Experts Bio-data, pay structure, qualifications, experience etc.
- 3) Any other relevant data to prove competency
- 4) The applicant should give their acceptance of all terms and conditions by signing each page of the documents.

- 5) The cost of tender processing documents Rs. 5000/- in form of Demand Draft drawn in favour of the Chief Officer Silvassa Municipal Council, payable at Silvassa from the any Nationalized/Scheduled Bank.
- 6) Experience Certificate issued by the Municipal Corporation, Corporation, State or Central Govt. organization, Registered Societies, etc for the similar works.
- 7) Pan Card detail.
- 8) Goods & Service Tax Registration certificate issued by the Govt. Organization.
- 9) THE ARCHITECTS/BIDDERS WHO ARE QUALIFIED IN THE EMPANELMENT OF THE ARCHITECTS/CONSULTANTS APPOINTED BY THE U.T. ADMINISTRATION OF DADRA & NAGAR HAVELI, AND DAMAN & DIU SHALL BE ONLY ELIGIBLE FOR PARTICIPATING IN THE BIDDING PROCESS.

9.0 PROFESSIONAL FEE.

- 1) **The applicant shall quote professional fee as per Schedule –B in electronic format only.**

10.0 GUARANTEE.

The Consultants shall re-design at his own cost the any portion of structure if not found suitable/stable. The repair, rehabilitation or remedial measures which are require on the counterpart of his failure of using a reasonable degree of design skill and the building established defective within one year from the date of its regular use for the portion of work affected, the consultants shall be liable to bear the required expenses on reunion the building and its designing.

The Chief Officer Silvassa Municipal Council grants right of access to the Consultants of these portions of the work claimed to be defective for inspection.

In case of failure of the consultant to the above, the Chief Officer Silvassa Municipal Council would attend it at the risk and cost of the consultant.

- 4) The Chief Officer Silvassa Municipal Council shall make good the loss by recovery from the dues of the Consultants in case of failure to comply with the above clause.

11.0 TIME LIMIT

- 1) The time schedule including all exercises required for preparation architectural drawing, DPR, RCC design, working drawing etc. shall be recognized from the date of issue of work order and shall be as under,

Table 2: Time Schedule

Sr. No.	Activity	Due period after initiation of services.
1	On appointment/Signing of Agreement/ Acceptance of offer.	<u>10days</u>
2	Submission of conceptual designs, inception report and rough estimate of cost.	<u>20days</u>
3	Submission the required preliminary scheme / architectural drawings and perspective views & draft DPR for the Client's approval along with the preliminary estimate of cost.	<u>35days</u>
4(a)	On incorporating Client's suggestions and submitting Revised drawings & final DPR for approval from the Client/statutory authorities, if any.	<u>45days</u>
4(b)	Preparing and on submission of detail structural design, calculations, structural drawings and providing technical assistance for clearance of designs to vetting agency/any Government institution engaged by the UT Administration for vetting/ Proof checking verification including adopting modification in design and drawings as suggested	<u>75days</u>
5	Preparing and on submission of detail estimates as per plan and design (Civil & Electrical and other utility services.) including specification and schedule of quantities, rate analysis etc. to client department.	<u>90days</u>
5 (a)	Clients/statutory approval necessary for commencement of construction, wherever applicable.	<u>105days</u>
6	Invitation, receiving and analyzing tender; advising client on appointment of contractors.	<u>120days</u>
7	Submission working drawings for line out and details required for commencement of work at site.	<u>130days</u>
8	On submitting completion report and drawing for issuance of completion/occupancy certificate by statutory authorities, wherever required and on issue of as built drawings.	<u>545days</u>

Sr. No.	Activity	Due period after initiation of services.

12.0 TECHNICAL AUDIT

- 1) The consultants shall assist the Chief Officer Silvassa Municipal Council in evaluating the tenders preparing market rate, justification and selection of contractors/vendors etc.
- 2) The consultant shall ensure that, the structure has been designed as earthquake resistant structure and shall issue a certificate observing the said provisions.

13.0 GENERAL

- 1) The consultants shall be fully responsible for the technical soundness of the work including those of the specialists engaged, if any by him and also ensure that the work is carried out entirely in accordance with drawings, specifications and his conception.
- 2) The successful consulting firm, on allotment of work shall execute an **AGREEMENT** on non judicious stamp paper worth of Rs.100/- (Rs. One hundred only).
- 3) The stamp duty payable under the law in respect of the agreement and other incidental charges shall be borne by the consultants
- 4) The location of the proposed work is required to be inspected by the consultant before offering the rate.
- 5) The authority is having Certified Survey map of land allotted for Redevelopment of Silvassa Panchayat Market, at Silvassa. The detail Planning & drawings, estimate etc as presented is to be prepared by the consultant.
- 6) The tender/bid documents, (except financial bid) shall be submitted in sealed cover to below address or to be deposited in the tender box kept in the Office of the tender inviting authority as under and the financial bid shall be in electronic format only.

**Address: The Chief Officer Silvassa Municipal Council, Shahid Chowk,
Dadra & Nagar Haveli, Silvassa - 396230**

- 7) The intending applicant shall have to submit cost of tender documents Rs. 5000/- in form of Demand Draft drawn in favour of the Chief Officer Silvassa Municipal Council, payable at Silvassa, from the any Nationalized/Scheduled Bank.
- 8) All bidders are to compulsory quote the price/cost of consultancy **in percentage basis of Estimate Cost**. The bid quoted in absolute figures will be straight way rejected and the agency shall be disqualified. The fees quoted shall be inclusive of all taxes etc (Please referred Condition No. 4.4). The conditional tender shall be summarily rejected.

14.0 MINIMUM QUALIFICATION CRITERIA/ELIGIBILITY

- 1) THE PROJECT IS OPEN TO ONLY QUALIFIED EXPERTS / ARCHITECTURAL FIRMS / COMPANIES / EXPERT DESIGNERS, ETC. WHO ARE LICENSED TO PRACTICE AND ARE IN THE EMPANELMENT OF THE ARCHITECTS/CONSULTANTS APPOINTED BY THE U.T. ADMINISTRATION OF DADRA & NAGAR HAVELI, AND DAMAN & DIU
- 2) The experts are required to study this document and ensure that they are eligible and have the expertise to undertake such work as specified in the Scope of Work which is not exhaustive. The document can also be downloaded from website www.dnhtenders.gov.in.

15.0 PREPARATION AND SUBMISSION OF BIDS

- 15.1 The Bidder shall provide all the information sought under this RFP document. The Authority will evaluate only those Bids that are received in the required formats along with supporting documents in favour of their credentials, work experience and achievements and complete in all respects.
- 15.2 The bid shall contain the following as per the format given in this document. These formats shall be consider as part of Technical Bid documents.
- 15.2.1 Proposal submission letter
- 15.2.2 Company Profile, Company Registration Details, Last Three Year Turn Over and PAN No_____
- 15.2.3 Experience of similar work executed.
- 15.2.4 Curricula vitae of proposed professional staff.
- 15.2.5 Composition of the team and task(s) of each team member.
- 15.2.6 Financial status rough concept design floor wise after visiting the work site or studying information provided in “RFP” documents.
- 15.2.7 EMD and document / Tender fee to be enclosed.
- 15.3 Bids shall be submitted on line only and Hard copy shall be submitted in a separate sealed cover and marked as “**Technical Bid**”
- 15.4 The documents accompanying the “Technical Bid” shall include: Hard copy of
- 15.4.1 Document processing fees is **Rs.5000/- (Three thousand only)** must be submitted by **Demand Draft** drawn in favour of Chief Officer, Silvassa Municipal Council, payable at Silvassa, from the any Nationalized/Scheduled Bank must be submitted **online** along with the Proposal. No Bank Guarantee will be accepted as EMD.
- 15.4.2 Filled Tech **Form -1 to Tech Form 9**, as per the specified format
- 15.4.3 The authorized signatory of the Bidder shall initial each page of the Bid.
- 15.4.4 The Bidder shall submit the “Financial Bid” **online** only in the format specified at **Fin Form-1. Financial bid shall not be submitted physically in any case, if any bidder submitted the Financial bid physically, the bidder shall be outright rejected.**

- 15.5 Each of the two envelopes specified above shall be placed in an outer envelope, which shall be sealed. Each of the envelopes shall clearly bear the following identification:

“BID - SELECTION OF CONSULTANT / ARCHITECT FIRM FOR CONSULTANCY SERVICES FOR REDEVELOPMENT OF SILVASSA PANCHAYAT MARKET AT SILVASSA.

And shall clearly indicate the name and address of the Bidder.

- 15.6 Bids shall be submitted to the office of the Chief Officer, Silvassa Municipal Council, D & N.H. Silvassa.
- 15.7 If the envelopes are not sealed and marked as instructed above, the Authority assumes no responsibility for the misplacement or premature opening of the contents of the Bid submitted.
- 15.8 Bids submitted by fax, telex, telegram or e-mail shall not be entertained and shall be rejected.
- 15.9 Any alteration/ modification in the Bid or additional information supplied subsequent to the Bid Due Date, unless the same has been expressly sought for by the Authority, shall be disregarded.
- 15.10 The Bids shall be valid for a period of not less than 120 (one hundred and twenty days) from the Bid Due Date. The validity of Bids may be extended by mutual consent of the respective bidders and the Authority.

16.0 BID DUE DATE

16.1 The last date of submission of the bids will be 28.06.2018 upto 14.00 hrs.

16.2 No bid will be received after aforesaid date and time, under any circumstances whatsoever. However, if received by the Authority after the specified time on the Bid Due Date shall not be eligible for consideration and shall be summarily rejected.

17.0 OPENING EVALUATION OF BID AND SELECTION OF BIDDER

17.1 OPENING OF PROPOSALS

The technical proposals shall be opened on 28.06.2018 at 15.00 hours. In the Office of **Chief Officer, Silvassa Municipal Council**. D & N.H. Silvassa. Consultant may depute their representative to be present at the time of opening of the proposals. Opening of financial proposal will be intimated later on to successful bidder(s). The Authority will subsequently examine and evaluate the Technical Bids in accordance with the provisions set out in this RFP document.

17.2 EVALUATION OF PROPOSAL/BID.

The proposals shall be evaluated as per the parameters set below and ranked accordingly. The score of technical proposals would be given 70% weightage which includes 35% weightage of detail presentation and that of the financial proposals would be given 30% weight age. The weighted total score of both the Technical and Financial proposals shall be used to rank the Consultants. The first ranked consultant may then be called for negotiations.

PROPOSAL MARKING:

Both the technical and financial proposals shall be marked separately. The technical proposal shall be evaluated on the following parameter and the marks shall be given accordingly.

Table 3 : Proposal Marking

Sl. No	Parameters	Points
1	FIRM'S EXPRIENCE & CAPABILITY STATEMENT	12 Points
	a) Experience of 10 years	07 points
	b) Experience more than 10 years will be allotted 2 points of for every 2 years of additional experience. (maximum points shall be restricted to 4	2 points for every additional 2 years
	c) Location of firm distance near to D&NH	1 point
2	SIMILAR CONSULTANCY SERVICES / WORKS COMPLETED	15 Points

Sl. No	Parameters	Points
	a) Preparation of master plan	8 points
	b) Construction of School, College, etc Building (maximum 2 points will be allotted for each category) (Max 04 Maks)	2 points for each projects
	c) Restoration of existing buildings / construction of new building (maximum 1 points will be allotted for each category) (Max -03)	1 points for each project
3	FIRM'S FINANCIAL CAPACITY	10 points
	3.1 Average Annual Financial Turnover	
	a) Annual financial Turnover as per threshold indicated in_____	6 Points
	b) Additional financial turnover in multiple or part thereof @ 20% of the threshold value indicated in _____. (Max 04 Maks)	1 point for each multiple.
4	STRENGTH OF TECHNICAL TEAM	18 points
	a) Principal Architect at least 10 years experience-1 No.	5 points
	b) Junior Architects with at least 5 years experience – 2 Nos.	4 points
	c) Interior Designer with at least 5 years experience – 1 No.	2 Points
	d) Urban Planner with at least 5 years experience – 1 No.	2 points
	e) Senior Engineer with Master Degree in Structural Engineering and minimum 10 years of experience – 1 No.	2 Points
	f) An Engineer with degree in Civil Engineering and minimum 06 years experience.	1 Point
	g) Total strength of employees – 10 Nos.	2 points
5	Presentation given by the successful bidder to cover the topic like Adequacy of the proposed approach, methodology, experience, concept design and work plan for performing the assignment.	45
	Technical Score (TS) Total marks.	100

Based on above mentioned criteria, the proposal shall be ranked in descending order of marks (The Technical Proposal with highest score will be ranked one and others accordingly). For financial evaluation bidder scored more than 60 marks will only be considered.

Each responsive proposal will be given a technical score. A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference.

17.3 FINANCIAL EVALUATION:

Financial bids of only top three ranked proposals would be opened. The ranking of the financial proposal would be done on an ascending order (The lowest quote of financial bid would be given first rank)

- a) In this second stage, the financial evaluation will be carried out as per this Clause. Financial Proposal will be assigned a Financial score (FS).
- b) For financial evaluation, the total cost indicated in the Financial Proposal for all of the services will be considered.
- c) The Authority will determine whether the Financial Proposals are complete, unqualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services for each services. Omissions, if any, in costing any item shall not entitle the firm to be compensated and the liability to fulfill its obligations as per the scope of work within the total quoted price shall be that of the Selected Company. The lowest Financial bid of the L-1 bidder (FM) will be given a financial score (FS) of 100 points. The financial scores will be computed as follows:

$$FS = 100 \times \frac{FM}{F}$$

(FS = Financial Score)

(FM = Amount of lowest Financial bid of the L-1 bidder)

(F = Amount of Financial bid quoted by the respective individual bidder considered for the evaluation)

17.4 COMBINED AND FINAL EVALUATION:

- a) Proposals will finally be ranked according to their combined technical (TS) and financial (FS) scores as follows:

$$S = TS \times Tw + FS \times Fw$$

Where S is the combined score and Tw and Fw are weightage assigned to Technical Proposal and Financial Proposal that shall be 0.70 and 0.30 respectively.

- b) The combined scores of the Company will be added to arrive at the final score secured by the individual bidder for selection.
- c) The Selected Bidder will be the first ranked Bidder having the highest final combined score. The second ranked Bidder shall be kept in reserve and may be invited for negotiations in case the first ranked Bidder withdraws, or fails to comply with the requirements specified in the RFP, as the case maybe.

17.4.1 The Authority will subsequently examine and evaluate the Technical Bids in accordance with the provisions set out in this RFP document.

17.4.3 To facilitate evaluation of Bids, the Authority may, at its sole discretion, seek clarifications in writing from any Bidder regarding its Bid.

17.4.3 Prior to evaluation of Technical Bids, the Authority shall determine whether each Bid is responsive to the requirements of the RFP document. A Technical Bid shall be considered responsive only if:

- It is received as per the format specified;
- It is received by the Bid Due Date including any extension thereof;
- It is signed, sealed, bound and marked as stipulated in the RFP document; Request for Proposal “**SELECTION OF CONSULTANT / ARCHITECT FIRM FOR CONSULTANCY SERVICES FOR REDEVELOPMENT OF SILVASSA PANCHAYAT MARKET AT SILVASSA.**”
- It is accompanied by the Earnest Money Deposit Document / Tenders fee as specified in the RFP document;
- It contains all the information (complete in all respects) as requested in this RFP Documents (in formats same as those specified);
- It does not contain any condition or qualification; and

- It is not non-responsive in terms hereof.
- **Shortlisted bidders on the basis of technical bids, will be required to make presentation of their concept designs on the same date OR any other date inform by the authority. The exact date time & venue of the presentation will be intimated separately.**

18.0 DESCRIPTION OF WORK / SCOPE OF WORK:**18.1 The Scope of the Services shall be as follows:**

- 1) Discussions with UT Administration of Dadra & Nagar Haveli about the specific requirements and conceptualization of the assigned Silvassa Municipal Council work. i.e with the Secretary Urban Development, Director (Municipal Administration), Silvassa Council Municipal Officials, etc.
- 2) Evaluation of the site and carrying out soil investigation, testing, topographical survey etc. as may be necessary with prior approval from UT of Dadra & Nagar Haveli. Charges towards soil investigation, testing, topographical survey etc., if required and carried out by the Architect, Interior Designers / Consultant shall be borne by the Consultant & if any extra work done, it shall be reimbursed at actual based on production of the documentary evidence.
- 3) Preparation of Design, Site Development, Master Plan, Architectural Plans, Interior Design details, furniture items 3D photos and line diagrams , Sections, Walk – through models etc., with details of area analysis, Building geometry etc., whenever required.
- 4) Use of value engineering concepts to consider alternate design solutions to optimize expected cost / worth ratios. Design should include impaired & physically disable friendly to the extent possible and flexibility to future changes / expansions.
- 5) Preparation & submission of required drawings & Structural design conforming to latest Development Control Regulations (DCR) and local bye – laws to the statutory authority(s).
- 6) Liaisoning and obtaining requisite approvals / permission from the Concerned Statutory Authorities prior to commencement and also after successful completion of the work.
- 7) Preparation of technical specifications, cost estimate including rate analysis, Bill of quantities in consultation with Municipal Engineer Silvassa Municipal Council, Dadra & Nagar Haveli, inspection & testing plans etc.

- 8) Preparation of all drawings good for construction for structural designs, internal and external MEP / utility services, telecommunications, Networking, Graphic signage's, fire fighting arrangements, security system, parking etc. as per the approved technical specifications.
- 9) Preparation of landscape architecture, interior architecture, architectural conservation, graphic design, furniture items and signage's etc.
- 10) Preparation of Tender Drawings, Technical Specifications vendors / manufactures for materials and equipment. Assistant ace to Silvassa Municipal Council in providing clarifications to bidders, pre-bid meeting and specifying the construction contract.
- 11) The approvals of UT of Dadra & Nagar Haveli and Silvassa Municipal Council are required on all drawings, specifications; documents etc. and Consultant shall responsible for providing modifications, incorporation of suggestions etc.
- 12) Ensure engaging the required key professionals for the services such as architectural, structural, MEP / utility services, landscaping, conservation etc. for the project designing and execution.
- 13) Attend the reviews, meetings, conferences pertaining to the project.
- 14) In case of new construction, the design shall be strictly in accordance with the latest Indian Code of Practices / National Building Code. The structural analysis and design shall be done by using latest version of software packages such as STAADPRO or equivalent. The provisions in various BIS Codes shall override the packages output.
- 15) Appropriate hard and soft landscaping shall be designed to be in harmony with the surrounding Environment and neighborhood. The objective is to provide a harmonious and friendly environment with green area and landscape features.
- 16) Preparation and issue of working drawings with all details for proper execution of the work. This shall include preparation of fabrication / shop drawings for select items as well as scrutiny / approval of shop drawings submitted by contractors for various services.
- 17) Site Supervision to review and ensure approved designed compliance by the executing agency.

- 18) Revision of drawing details and specifications as and when required in due course of construction progress.
- 19) Preparation and planning of all design details, deliverables and plan the construction programme to complete the project.
- 20) The Consultant shall attend all the review meetings conducted by UT of Dadra & Nagar Haveli and/or Silvassa Municipal Council from time to time without any extra cost and shall also be available for any clarifications and bring out issues related to construction which may lead to difficulties for construction.

18.2 TERMS & CONDITION FOR CONCEPT DESIGN

BRIEF DETAILS OF TASK EXPECTED TO BE CARRIED OUT UNDER THIS WORK IS .

Pre – Presentation (Power Point with Hard Copy)

- ❖ Study the design guidelines for the project area i.e. local bye – laws, acts and regulations etc.
- ❖ Study the existing land & building uses of the projects area.
- ❖ Study the existing pattern of water supply, drainage, circulation pattern & parking.
- ❖ Study the requirement related to the project and the equipment of the client.

(A) Stage I: Presentation of the concept plan and finalization of space program.

- ❖ Presentation of draft space program.
- ❖ Presentation of the concept plan.
- ❖ Submission of the technical proposal elaboration of the presentation.

Presentation (Power Point with Hard copy).

(B) Stage II : Concept Design Elaboration.

- 1) Submit notes sufficient to bring out the general understanding of the consultant of the requirement furnished to them so as to ensure economical and functional design concepts & also integrating the existing buildings and structures, partly or fully, maintaining proper harmony.

- 2) Furnish a site elevation & analysis report with basic approach to circulation, activity Distribution & interaction & external linkages.
- 3) Prepare a concepts scheme report of the Project showing circulation pattern, zoning for various activity space and land uses on the site and schematic layout of the utility services.
- 4) Furnish approximate project cot based on the concept design.

(C) Stage III : Approval of the Drawings by Statutory bodies of client.

- 1) Submission of final preliminary drawings to the statutory bodies or client for approval of both Civil & Machinery & Electrical equipment.

(D) Stage IV : Working Drawings.

Submission of the following basic working sufficient for preparing item wise estimates of cost.

- 1) **Architectural Working Drawing:** After obtaining approval from the client, on the preliminary drawings and designs, detailed architectural drawings with concept plans, elevations, sections, joinery etc. & all relevant details for the preparation of cost estimates shall be supplied.
- 2) **Electrical layout:** Preparation of electrical layouts showing the entire distribution system including internal & external electrification, electrical installation, design of sub station & generators etc provision of telephone pipes, T.V. Pipes & Other electrical / electronics equipment.
- 3) **Water supply, sewerage disposal, sanitary installation and storm water layouts:** Supply of layouts showing the pipelines as well as detailed drawing for the Executions of works consisting of.
 - a. Internal & External Water supply including such installations.
 - b. Sanitary installations.
 - c. Sewerage disposal.
 - d. Overhead tank & reservoir with RCC design.
 - e. Storm water drainage.
 - f. Refuge Storage.
 - g. Waste management.

- 4) **Fire Safety:** Preparation of schematic proposal showing provision to meet requirement of the fire regulations & sprinkling system as per national building code.
 - 5) **Mechanical services:** Preparation of schematic drawings for lifts, escalators, fixing of machinery, equipment & foundations design as required in the design.
 - 6) **Acoustics and hospital Interior design:** Drawing showing the interior of the building & proper acoustics for the public address system and other activities.
 - 7) **Graphic Signage:** Detail specification for graphic signage.
 - 8) **Structural design:** The detailed structural drawings prepared by qualified and registered Structural Engineer with his signature along with structural drawings along with structural analysis & design calculations indicating relevant IS codes for the concrete, steel & Other structural materials along with all reports and getting proof checked / vetted through any Govt. Institution decided by U.T. Administration/Silvassa Municipal Council /client.
- (E) **Stage V : Detailed Cost Estimates.**
- 1) Detailed cost estimates based on PWD specifications and current rates applicable in the U.T. of Dadra & Nagar Haveli, Silvassa as well as common schedule of rates with latest amendments for all new constructions. Cost of all non schedule item to be listed as per reasonable local prevalent market rates.

(F) **Stage VI : Final Output.**

The following final output shall be furnished by the consultants to the Client.

- 1) A concise design report duly mentioning the arrangement of various component of the Educational Institute/University, site development work including roads, footpaths, boundary wall, internal & external amenities such as water supply & sanitary arrangement & electrical services & all other services outlined in stage IV.
- 2) Four sets of approved preliminary drawing the layout of the furniture on the floor plan along with a site development plans showing their layout of

building, internal roads, electrical water supply, sanitary & drainage lines etc.

- 3) Four sets of approved final drawings & site development plans with detailed cross section & elevation.
- 4) Four copies of detailed cost estimates, detailed structural analysis & design & detailed structural drawings of foundations, columns, beams & roof etc. Of the structure & equipment foundations as outlined under stage IV.
- 5) Four set of the bid document containing three volumes:
 - a. Volume I containing technical specification.
 - b. Volume II to contain bill quantities & rates.
 - c. Volume III to contain set of drawings required for execution.

(G) SUBMISSION OF REPORTS : All reports & drawings, excepts where mentioned otherwise shall have to be submitted in four copies.

19.0 EARNEST MONEY DEPOSIT (EMD)

- 19.1 Document fees is **Rs.5000/- (Five thousand only)** must be submitted by **Demand Draft** And an **EMD of Rs. 50,000/- (Rupees Fifty thousand only)** in the form of **FDR** drawn in favour of Chief Officer, Silvassa Municipal Council, Silvassa from the any Nationalized/Scheduled Bank must be submitted **online** along with the Proposal. No Bank Guarantee will be accepted as EMD.
- 19.2 Any Bid not accompanied by the EMD & Tender Fee/Document Fee shall be rejected by the Authority as non responsive.
- 19.3 The EMD of unsuccessful Bidders will be returned by the Authority, without any interest, as promptly as possible on acceptance of the Bid of the Selected Bidder or when the Bidding process is cancelled by the Authority. Bidders may by specific instructions in writing to the Authority give the name and address of the person in whose favour the said EMD shall be drawn by the Authority for refund, failing which it shall be drawn in the name of the Bidder and shall be mailed to the address given on the Bid.
- 19.4 The Selected Bidder's EMD will be returned, without any interest, upon the Bidder signing the Contract Agreement with the provisions thereof and provide specified performance security. The earnest money amount will be converted into performance guarantee in case of the successful bidder on request.
- 19.5 The EMD shall be forfeited and appropriated by the Authority as mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, inter alia, time, cost and effort of the Authority without prejudice to any other right or remedy that may be available to the Authority hereunder or otherwise, under the following conditions:
- 19.5.1 If a Bidder submits a non-responsive Bid;
- 19.5.2 If a Bidder engages in a corrupt practice, fraudulent practice, coercive practice; undesirable practice or restrictive practice;
- 19.5.3 If a Bidder withdraws its Bid during the period of Bid validity as specified in this RFP document and as extended by the Bidder from time to time;
- 19.5.4 In the case of Selected Bidder, if it fails within the specified time limit to sign the Agreement.

20.0 PERFORMANCE SECURITY

- 20.1 For securing the performance under the terms & condition of RFP document, the Selected Bidder shall be required to provide a performance guarantee of **Rs. 01 lakhs** in the form of an irrevocable Bank Guarantee of any Scheduled Bank, with validity for a period not less than six months, immediately on being selected as the consultant executing the project.
- 20.2 In case of non-compliance of the work order, the Performance Security will be forfeited and further action shall be taken at the costs of the Party.

21.0 STANDARD FORMATS

- 1) Proposal submission letter.
- 2) Company Profile, Company Registration Details, Last Seven Years Turn over and PAN.
- 3) Experience of similar work.
- 4) Curricular vitae of proposed professional staff.
- 5) Composition of the team and task(s) of each team member.
- 6) Financial status.
- 7) Concept design floor wise after visiting the work site or studying the drawing provided in “RFP” documents.

22.0 MEMORANDUM OF AGREEMENT

DRAFT CONTRACT

This agreement is made on _____ day between _____ (Name of the Department), Silvassa through its Chief Officer, Silvassa Municipal Council, (Name of the Department), having his office at _____ (Address of Office), hereafter referred to as **FIRST PARTY**.

AND

Shri /Ms _____ (Name of Party), age _____ years, business of _____ having his/her/ their office at _____ (Full address of Office,) hereafter referred do as **SECOND PARTY**:

WHEREAS, THE FIRST PARTY has appointed the **SECOND PARTY** to undertake the job as per scope of work mentioned in **RFP/NIT**, Particularly includes preparation of Architectural drawing, plan elevation, structural design, including landscaping , preparation of presentation, 3D Model for presentation, Physical Model for display, preparation of detailed estimate as per SOR applicable to the U.T. of _____ (Name of UT) and periodical site visits for supervision of the works during implementation;

WHEREAS, THE SECOND PARTY had agreed to undertake the work as per the prescribed scope of work and accordingly shall prepare the architectural drawing, plan elevation, structural design, including landscaping, preparation of presentation, 3D Model for presentation, Physical Model for display, preparation of detailed estimate on the current SOR applicable in the UT of _____ (Name of UT) and periodical site visits to supervise the works during implementation.

NOW THE PARTIES hereby agree as below:

1. That the **FIRST PARTY** agrees to pay a consultancy fees of _____% of the estimate /tender cost/actual cost of the project whichever is less as per the payment terms prescribed in Clause _____ of this agreement.
2. The **SECOND PARTY** agrees to prepare all the architectural drawings, plan elevation, structural design (including landscaping), preparation of presentation, 3D Model for presentation, Physical Model for display, preparation of detailed estimate on the current

SOR applicable in the UT of _____(Name of UT) and periodical site visit for supervision of works during implementation.

3. The **SECOND PARTY** shall also liaison with concerned authorities for approval and vetting of the project/scheme from any authority as and when required.
4. That the **SECOND PARTY** agree with the scope of work laid down under the tender documents and further agreed as;
 - a) To visit the site regularly as and when required, discuss with the concerned Officers and other authorities and attending meeting as and when required.
 - b) To undertake necessary survey and investigation (excluding soil testing which shall be provided by the department) FOR preparation of all drawings.
 - c) Preparation the detailed technical design as per specification.
 - d) Prepare the architectural drawing, plan elevation, structural design, including landscaping, preparation of presentation, 3D Model for presentation, Physical Model for display, preparation of detailed estimate on the current SOR applicable in the UT of _____ (Name of UT) and periodical site visits to supervise the works during implementation.
 - e) Shall make Power point presentation and help the authority in obtaining approvals etc. if required from competent authorities.
 - f) Shall modify Plan if necessary as per directions and help in obtaining final approval including being present during any presentation and discussion with authorities at local level/central Govt. Third Party etc.
 - g) Shall prepare the detailed RCC /Structural Design and engineering works as per sound engineering practices. The design shall meet the requirements of relevant BIS, IRC and IS codes and standards as amended from time to time and in its absence, accepted requirements for such works. He shall also provide adequate sets of all engineering drawings, calculation sheets based on which the various components of Structure is designed with detail calculation, abstract sheet, detailed estimate includes Abstract sheet, Measurement sheet, Architectural Plan and Structural design and drawings. Rate analysis incase the rate of particular term is not included in the SOR, specification of items which requires for obtaining technical sanction from competent authority. He shall provide minimum four sets of all above engineer calculation sheet and Drawings.

- h) Shall prepare all working drawings and such detailed drawings required for successful execution and completion of the works.
- i) Make available one copy (as built drawings) on tracings and soft copy with all details of services provided etc. for useful maintenance of the project post completion.
- j) Make available adequate number of prints of working drawings as may be required during the execution of work.
- k) To incorporate all the changes if required in drawings as may be required during the progress of the work without an additional cost.
- l) To issue all Certificates that may be required during the progress of work including completion Certificate and stability certificate as per the Bye laws and National Building code or other IS codes and norms applicable.
- m) To undertake site supervision periodically but at –least twice in a month for which a note with report shall have to be submitted to the authority.
- n) He shall deliver 3D presentation as and when required and assist in presentation at all level. He shall also provide Physical Model of the proposed structure/scheme etc. No separate charge shall be paid for this purpose.
- o) He shall provide technical assistance, for clearance of the designs drawings and estimates from Government institution engaged by this Administration for vetting / verification including, adopting modifications in design, drawings and estimates, as suggested. He shall provide necessary assistance and modification, if any suggestion by third party implementation teams appointed by UT Administration during the execution of work/project.
- p) The **SECOND PARTY** also agrees to supply free of cost all data collected, survey and investigation report etc. all drawings, structural drawings, design calculation sheets etc. for submission to all the local bodies and other authorities plus sets of drawing required by the **FIRST PARTY** not less than six sets of prints and one re-producible copy in the same size.
- q) The **SECOND PARTY** shall reissue all drawing without extra charges in case of revision of any data, detail in any drawing for any reason.
- r) The **SECOND PARTY** agrees without any dispute that all the drawings design supplied by them will become the property of **FIRST PARTY**. However, the

FIRST PARTY shall not use the same to replicate anywhere else without the written consent of the **SECOND PARTY**.

- s) The **SECOND PARTY** agrees that the drawings cannot be issued to any other persons, firm or authority, except to the associates and sub consultants of the **SECOND PARTY** or used by the **SECOND PARTY** for any other project. The **SECOND PARTY** shall not issue copies of any drawings or documents to anyone except the **FIRST PARTY** or his authorized representative.
5. **SECOND PARTY** shall have the right to use the consent drawing etc. only for academic and for showing his work as part of his experience.
 6. The **SECOND PARTY** agrees that the fees offered by him is inclusive of all expenditure on any outstation visit by the **SECOND PARTY** or his representatives for the purpose of the work/ project, fees payable by the **SECOND PARTY** to any other Sub consultant and associated consultant.
 7. The **SECOND PARTY** agrees that for the purpose of calculation of fees, the estimated cost of work shall excluded the cost of land, cost of services which are not designed or planned by the **SECOND PAARTY** or approved by the **FIRST PARTY**. The cost of any anfractuious works such as demolition etc. made by local bodies and cost of overheads and administrative expenses, advertisements etc. shall not be included in the payment. However, such costs be borne by the **FIRST PARTY** only.
 8. The **SECOND PARTY** shall attend prefix meeting for discussion supply the drawing, design etc. within 30 days from date of issue of work order, in case of failure, the compensation of Rs. 500/- per days default shall be recovered by the **FIRST PARTY**, provided that no such compensation will recoverable by the **FIRST PARTY**, if in the opinion of the **FIRST PARTY** that such failure to attend the meeting was for reason beyond the control of the **SECOND PARTY**.
 9. The **FIRST PARTY** shall release the payment for the service rendered by the **SEOND PARTY** in two phases; In phase 1, the consultant shall be paid for the total concept / master /Layout plan which has been finalized based on the total estimated project cost. The payment schedule shall be as follows;

(A) For whole project when there is no phasing:

Sr. No.	Activity	Payment %	Cumulative %
1	On appointment/Signing of Agreement/ Acceptance of offer.	5%	5%
2	On submitting conceptual designs and rough estimate of cost.	5%	10%
3	On submitting the required preliminary scheme / architectural drawings and perspective views for the Client's approval along with the preliminary estimate of cost.	5%	15%
4(a)	On incorporating Client's suggestions and submitting Revised drawings for approval from the Client/statutory authorities, if any.	5%	20%
4(b)	Preparing and on submission of detail structural design, calculations, structural drawings and providing technical assistance for clearance of designs to vetting agency/any Government institution engaged by the UT Administration for vetting/ Proof checking verification including adopting modification in design and drawings as suggested (Payment shall be released after approval of Design/Vetting).	10%	30%
5	Preparing and on submission of detail estimates as per plan and design (Civil & Electrical and other utility services.) including specification and schedule of quantities, rate analysis etc. to client department.	10%	40%
5 (a)	Upon Clients/statutory approval necessary for commencement of construction, wherever applicable.	5%	45%
6	On inviting, receiving and analyzing tender; advising client on appointment of contractors.	10%	55%

Sr. No.	Activity	Payment %	Cumulative %
7(a)	On submitting working drawings and details required for commencement of work at site.	10%	65%
7(b)	(i) On completion of 20% of the work.	5%	70%
	(ii) On completion of 40% of the work.	5%	75%
	(iii) On completion of 60% of the work.	5%	80%
	(iv) On completion of 80% of the work.	5%	85%
	(v) On Actual completion.	5%	90%
8	On submitting completion report and drawing for issuance of completion/occupancy certificate by statutory authorities, wherever required and on issue of as built drawings.	10%	100%

Note: (i) The fees structure indicated under Phase-I vide Sr.No. 1 to 5 for entire project inclusive of all components to be executed in Phase manner which inclusive of detailed structural drawing of each components, detailed structural drawing of each components, detailed estimate, tender documents and physical model of the project.

FORMATS
(FOR TECHNICAL BID).

23.0 TECH FORM -1: PROPOSAL SUBMISSION LETTER.**FROM:**

**To
Chief Officer,
Silvassa Municipal Council,
Dadra & Nagar Haveli,
Silvassa.**

**SUBJECT: Selection of Consultant / Architect Firm for Consultancy Services
for Preparation of Master Plan for Redevelopment of Silvassa
Panchayat Market.**

Dear Sir,

**Having examined the details given in RFP Notice for the above as, I/we hereby submit
the relevant information for considering my/our Bid**

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms 'A' to 'E' and accompanying statements are true and correct.
2. I/We have furnished all information and details necessary for Bid and have no further pertinent information to supply.
Request for Proposal Selection of Interior Designers/Architects for "**Selection of Consultant / Architect Firm for Consultancy Services for Preparation of Master Plan for Redevelopment of Silvassa Panchayat Market.**"
3. I/We also authorize Chief Officer, **Silvassa Municipal Council**, Dadra and Nagar Haveli, Silvassa or their authorized representatives to approach individuals, employers and firms to verify our competence and general reputation.
4. I/We submit the following certificates in support of our suitability, technical know-how and capability for having successfully completed the following projects along with prescribed format:
5. I/We shall be jointly and severally liable to the Client for all the Contractors obligation and liabilities as per the contract.

For and on behalf of the Bidder

Signature of Authorized Representative

Enclosures:

Seal of Bidder:

Date of submission:

Dated.....

Designation.....

24.0 TECH FORM -2
GENERAL PARTICULARS OF BIDDER
COMPANY PROFILE, COMPANY REGISTRATION DETAILS,
LAST SEVEN YEARS TURNOVER
AND PAN NO.

(Kindly provide separate sheet for each consortium member)

1. Name of the firm (Lead Firm in case of Consortium):

.....

(Attach an attested photocopy of Certificate of Registration and PAN NO.)

2. Legal Status of the Firm: Individual company/Partnership firm/Joint Venture firm

.....

3. Registered Address:

Telephone:

Fax

Email

4. Contact Person, Designation and Address including email id

.....

5. Number of years of experience

.....

6. Number of similar projects for which similar comprehensive design and services have been provided during the last seven years with details

.....

7. Details of Directors or Partners and Consortium (if formed for this assignment)

.....
.....
.....

8. In case the company is subsidiary, the involvement, if any, of the Parent Company:

.....

Request for Proposal Selection of Interior Designers/Architects for “Selection of Consultant / Architect Firm for Consultancy Services for Preparation of Master Plan for Redevelopment of Silvassa Panchayat Market, At Silvassa.”

9. State whether in-house expertise is available for all services/sub-systems. If not, details of subsystem to be involved in the Project

.....
.....
.....
.....

10. Has the bidder or any constituent partner in case of partnership/Consortium, ever abandoned the awarded project before its completion? If so, give name of the project and reasons for abandonment.

.....
.....
.....
.....

11. Has the bidder, or any constituent partner in case of partnership firm, ever been debarred/black listed for competing in any organization at any time? If so, give

Details

.....

.....

- 12. Has the Bidder, or any constituent partner in case of partnership firm, ever been convicted.

.....

.....

.....

.....

For and on behalf of the Bidder

Signature of Authorized Representative

Dated.....

Designation.....

(Seal of the Firm)

24.1 Additional Information to be furnished by the Applicant

Table 4 : Additional Information to be furnished

Sr. No.	Particulars	Details
1.	Name of Organisation	
2.	Address	
3.	Contact person	
4.	Telephone No.	
5.	Mobile No.	
6.	Fax No.	
7.	E-mail ID	
8.	Organisation Details	To be filled as per prescribed format annexed
10.	List of Architectural Consultancy Assignments completed	To be filled as per prescribed format annexed
11.	List of Architectural Consultancy Assignments in progress	To be filled as per prescribed format annexed
12.	Financial status	To be filled as per prescribed format annexed
13.	List of permanent professional Employees and key Personnel Mentioning their specialization, Qualifications, experience and Association with firm	Self-certified copies to be enclosed
14.	List of equipments available with the firm	To be filled as per prescribed format annexed
15.	Affidavit	To be filled as per prescribed format annexed
16.	Litigation / Arbitration	To be filled as per prescribed format annexed

**25.0 TECH FORM -3:
EXPERINCE OF SIMILAR WORK COMPLETED / ONGOING PROJECTS**

Table 5 : EXPERINCE OF SIMILAR WORK COMPLETED / ONGOING PROJECTS

Sl No.	Name & Location of the Project	Employers name & Address	Value of the Project	Duration of the Project	Exact Role	Whether by Self of Consortium formed	If done in consortium then specify the percentage share.

Note : Kindly enclose the supporting documents for each of the details provided.

Signature of Authorized Representative

Dated.....

Designation.....

(Seal of the Firm)

26.0 TECH FORM -4: PROPOSED KEY PERSONNEL & CVs

Table 6 : Details of Key Personnel proposed for this assignment

S. no.	Designation	Number of Proposed personnel	Technical Qualification	Total Years of Relevant Experience	Details in Annexure
1)	Project Manager				
2)	Principal Architect at least 10 years experience				
3)	Junior Architects with at least 5 years experience				
4)	Interior Designer with at least 5 years experience				
5)	Senior Engineer with Masters Degree in Structural Engineering and minimum 10 years of experience				
6)	An Engineer with Degree in Civil Engineering and minimum 06 years of experience				
7)	Urban Planner / Landscape Architects with atleast 05 years experience.				
8)	CAD – 3D Modeling Experts				
9)	Total strength of employees				

26.1 FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position:

Name of Firm:

Name of Staff:

Profession:

Date of Birth:

Years with Firm/Entity: Nationality:

Membership in Professional

Societies: Detailed Tasks Assigned:

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations.]

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate.]

Languages:

[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experience, and me.

Date:

[Signature of staff member and authorized representative of the Firm] Day/Month/Year

Full name of staff member: _____ **Full name of authorized representative:** _____

Signature of Authorized Representative

(Seal of the Firm)

27.0 TECH FORM : 5**COMPOSITION OF THE TEAM PERSONNEL, AND TASK (S) OF EACH TEAM MEMBER**

(Detailed description of the approach paper on methodology and work plan for performing the assignment.)

1. Technical / Managerial staff**Table 7 : Composition of the Technical team**

Sr.No.	Name	Position	Task
1.			
2.			
3.			
4.			

2. Support staff.**Table 8 : Composition of the Support Staff**

Sr.No.	Name	Position	Task
1.			
2.			
3.			
4.			

**28.0 TECH FORM -6:
FINANCIAL STATUS**

Table 9 : Financial Status

Sl No.	Year	2013-14	2014-15	2015-16	2016-17
	Total Assets				
	Current Assets				
	Total Liabilities				
	Current Liabilities				
	Profit before Taxes				
	Profit after Taxes				
	Net Worth (1-3)				
	Annual Turnover				

* Attach audited balance sheets in support of the data clearly marking the relevant portion.
Also attach copies of Income Tax Returns filed.

Signature of Authorized Representative

(Seal of the Firm)

29.0 TECH FORM: 7

CONCEPT DESIGN FLOOR WISE AFTER VISITING THE WORK SITE OR STUDYING THE SITE AND INFORMATION PROVIDED IN “RFP” DOCUMENTS.

Table 10 : Concept Design

Sr.No.	Drawing No.	Description	Remarks
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

30.0 TECH FORM : 8**AFFIDAVIT**

(TO BE SUBMITTED ON NON – JUDICIAL STAMP PAPER OF MINIMUM Rs 10/- DULY CERTIFIED BY NOTARY PUBLIC)

Affidavit of Mr.----- S/o-----

R/o-----

I, the deponent above named do hereby solemnly affirm and declare as under:

1. That I am the Proprietor / Authorised signatory of M/s----- Having its Head office / Regd. Office at -----
--
2. That the information / documents / Experience certificate(s) submitted by M/s----- along with this '**Selection of Consultant / Architect Firm for Consultancy Services for Preparation of Master Plan for Redevelopment of Silvassa Panchayat at Silvassa**' to UT of Dadra & Nagar Haveli are genuine and true and nothing has been concealed.
3. I shall have no objection in case UT of Dadra & Nagar Haveli/Clients verifies them from issuing authority(s). I shall also have no objection in producing the original copy of the document(s), in case UT of Dadra & Nagar Haveli demands so for verification.
4. I hereby confirm that in case, any document, information & / or certificate submitted by me is found to be incorrect/false/fabricated, UT of Dadra & Nagar Haveli/Clients at its discretion may disqualify / reject my application out rightly and also debar me / M/s----- from participating in any future tenders / EOIs.

Deponent

I, -----, the Proprietor / Authorised signatory of M/s ----- do hereby conform that the contents of the above Affidavit are true to my knowledge and nothing has been concealed there from and no part of it is false.

Verified at----- this ----- day of -----

Deponent

31.0 TECH FORM : 9
Litigation / Arbitration

Table 11 : Litigation / Arbitration History

Year	Contract Identification and Matter in Dispute	Value of Pending Claim in INR or any other currency
	Contract Name: Name of Employer: Address of Employer: Matter in Dispute: Total value of the contract :	
	Contract Name: Name of Employer: Address of Employer: Matter in Dispute: Total value of the contract:	
	Contract Name: Name of Employer: Address of Employer: Matter in Dispute: Total value of the contract:	

Signature of the Architect

Name & Designation

Place:

Date:

32.0 CHECK LIST TO BE FILED BY THE BIDDER

* The bidder has to fill the checklist and submit it online and physically.

Table 12 : Mandatory Checklist to be submitted

S. No	Particulars.	Submitted Yes/ No	Pg. No.	Remarks
1	Tender fee in prescribed format.			
2	EMD in the prescribed format of FDR in favour of			
3	Annual turnover for last three year financial years certified by C.A.			
4	Establishment / incorporation of firm / agency/company.			
5	Order of empanelment			
6	Tech Form 1 to 9 with documentary evidence			
7	C.V. duly signed by the personnel of each Team member.			
8	Registration certificate with Council of Architecture			
9	Pan card and Acknowledgement receipt of Submission of IT Return up to last financial year			
10	Goods & Service Tax Registration			

Any bid which is not submitted in the prescribed format as mentioned in Tender document shall be outright rejected.

Signature of the Bidder

Chief Officer
Silvassa Municipal Council
Silvassa

FINANCIAL BID (to be submitted online only)

1. RFP Document Number :
2. Name of the Bidder :
3. Full Address of the Bidder :
4. Bidder's proposal number and date :

Name of work: **REQUEST FOR PROPOSAL FOR Selection of Consultant / Architect Firm for Consultancy Services for Preparation of Master Plan for Redevelopment of Silvassa Panchayat at Silvassa.**

Sr no	Description	Unit.	Percentage on Estimate cost.	Remarks.
1.	Consultancy services for engaging Architect & Structural consultant for preparation of DPR including conceptual drawing, Building & Road layout plan, elevation, sections, perspective views landscape Design, 3d Visual Models, Walk through presentation, Project presentation and thereafter preparation of detail Structural Design and Drawings, detail cost estimates of approved Architectural PLAN on PWD pattern and providing technical assistance for clearance of the design, drawings, and estimates from the Govt. Institution engaged by the UT Administration/Silvassa Municipal Council for vetting, verification and providing assistance for supervision of works during the course of execution as and when required by the department including certifying the construction quality and structural stability etc. till the project complete period for the work awarded.	Complete job.		

Signature of Authorized Representative.

Dated.....

Designation.....

(Seal of the Firm)