



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, गांधीनगर
National Institute of Fashion Technology Gandhinagar
(वस्त्र मंत्रालय, भारत सरकार / Ministry of Textiles, Govt. of India,
(निफ्ट अधिनियम, 2006 के तहत एक सांविधिक संस्थान)



निफ्ट गांधीनगर के इंटीरियर वर्क परियोजनाओं के लिए परामर्श के आधार पर आर्किटेक्ट
इंगेजमेंट के लिए एक्सप्रेसन ऑफ़ इंटरेस्ट।

**EXPRESSION OF INTEREST FOR ENGAGEMENT OF ARCHITECT ON
CONSULTANCY BASIS FOR INTERIOR WORK PROJECTS OF NIFT
GANDHINAGAR.**

NOTICE INVITING TENDER

1. Reference No. : NIFT-GNR/Building/180/2022
2. Date of Issue of EOI : 23/01/2023
3. Last Date & Time of receipt of EOI : 13/02/2023 at 4:00 pm
4. Date & Time for opening of (Tech Bid) : 14/02/2023 at 4.00 pm
5. Mode of Submission of EOI : Online on CPP Portal
6. Address for communication : National Institute of Fashion-
Technology,
NIFT Campus, GH- 0 Road,
Nr. Infocity, Gandhinagar
Gujarat – 382007
7. Validity of Engagement : Maximum of 03 year

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National Institute of Fashion Technology, Gandhinagar

(A statutory body under the NIFT Act 2006, and setup by Ministry of Textiles, Govt. of India)

NIFT Campus, Gh-0 Road, Gandhinagar-382 007. (Gujarat)

Phone No. 079-65000, 65017

Website : <http://www.nift.ac.in/gandhinagar>

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A) BACK GROUND

ABOUT NIFT

National Institute of Fashion Technology (NIFT), set up in 1986 under the aegis of Ministry of Textiles, Government of India, is a Statutory Institute Governed by the NIFT Act 2006. The 3 decades history of the institute is built on the foundation of core values to nurture academic excellence. Ranked consistently as India's premier institute in fashion education, its focus is on integrating and balancing innovation in technology with traditional craft heritage through invigorating thought leadership, research stimulus, industry focus and creative enterprise which have contributed to its distinctive academic repertoire. The curricular thrust and pedagogic practices of NIFT have been instrumental in its pre-eminent status as a beacon of serious critical engagement, and a key enabler in developing competent professionals. The periodic Upgradation of the curriculum addresses and incorporates the current issues and challenges of the fashion industry fostering innovative thinking with associated skills are testimony to its global standing among peer institutes.

B) SCOPE OF WORK

Expressions of Interest are invited from Interested and eligible Architects for engagement of Architect cum consultant for providing consultancy services for various interior design / renovation projects at building of NIFT Gandhinagar.

THE GENERAL SCOPE OF THE WORK:

1. Preparation and submission of preliminary Estimate for the various work as per requirements for administrative approval.
2. Preparation of detailed layout drawings/ designs including Interior design, Illumination design and space planning as per requirement of the institute with revisions thereof, as necessary.

3. Prepare all Shop drawing pertaining to fabrication of steel and architectural facade work etc.
4. Preparation of Detailed Bill of Quantities and specifications and detailed estimate of cost.
5. Preparation of tender documents with required detailed drawings.
6. Support to Institute in scrutiny of tenders and preparation of comparative statement.
7. Supervision as per site requirement as and when required during execution of work and Selection of materials, and other interior related elements.
8. Obtaining statutory approvals/permissions from authorities concerned.
9. Assisting NIFT in case contractor resorts to arbitration/Litigation
10. The duties and functions of the consultants mentioned above are only indicative and not exhaustive.

SCHEDULE OF SERVICES:

The Architect shall, after taking instructions from the Client, render the following services

CONCEPT DESIGN [STAGE 1]:

- (a) Prepare conceptual designs with reference to requirements and basic approach to circulation, activity distribution, interaction and external linkages.

PRELIMINARY DESIGN [STAGE 2]:

- (a) Modify the conceptual designs incorporating required changes, prepare the preliminary drawings, schedule of finishes for the Client's approval.
- (b) Prepare preliminary estimate of cost including preliminary specifications of different items and schedule of work. Approval from ministry shall be sought based on the same.

DRAWINGS FOR CLIENT'S /STATUTORY APPROVAL [STAGE 3]:

- (a) Once approved and sanctioned, prepare drawings necessary for Client's/ statutory approvals and ensure compliance with codes, standards and legislation, as applicable and obtain the statutory approvals thereof, if required.

WORKING DRAWINGS AND TENDER DOCUMENTS [STAGE 4]:

- (a) Prepare working drawings deemed to be required for tender purpose including detailed specifications and Bill of Quantities sufficient to prepare detailed estimate of cost.
- (b) Tender documents including code of practice covering aspects like mode of measurement, quality control procedures on materials & works shall be prepared for selection of contractor.

CONSTRUCTION [STAGE 5]:

- (a) Prepare and issue detailed working drawings for proper execution of works during construction.
- (b) Approve samples of various materials, elements and components.

- (c) Visit the site of work and fabrication workshop, at intervals mutually agreed upon, to inspect and evaluate the progress of works and where necessary clarify any decision, offer interpretation of the drawings/specifications, attend conferences and meetings to ensure that the project proceeds generally in accordance with the conditions of contract and keep the Client informed and render advice on actions, if required.
- (d) In order to ensure that the work at site proceeds in accordance with the contract documents/ drawings and to exercise time and quality controls, the Architect shall make periodic supervision of the site
- (e) Inform the client in advance regarding deviation of quantities of items, requirement of extra item/ substitute items for execution of works and assist the client on approval process of the same. Also, assist the client on approval of EOT, if required.

COMPLETION [STAGE 6]:

- (a) Prepare and submit completion reports and drawings for the project as required and assist the Client in obtaining "Completion/ Occupancy Certificate" from statutory authorities, wherever required.
- (b) Issue 3 (three only) sets of as built drawings including services and structures.
- (c) 3D layout drawing to be submitted.

C) TECHNICAL ELIGIBILITY CRITERIA

1. The applicant must be in architectural business for the last 03 years 2019-20, 2020-21, 2021-22) with minimum of 03 years of experience in the field.
2. The Architect should have completed at least 1 no. of work of project cost not less than Rs. 10 lakh OR 02 nos of projects of cost not less than 05 lakh each in last 03 years.
3. Should have turnover of Rs 10 lakhs in the each last 03 financial years ending on 31st March 2022 (i.e. 2019-20, 2020-21, 2021-22). A turnover certificate for last three years has to be submitted duly signed by Chartered Accountant with official seal and membership no. with DIN no.
4. The applicant must have valid registration with Council of Architecture. The applicant Shall submit the copy of Registration certificate from COA (Council of architecture) in Which date of registration should be clearly visible.
5. PAN issued by the Income Tax department in favour of the agency/ Company / Institution / Organisation.
6. GST Registration number in favour of the Agency / Company / Institution/ Organisation.

The copy(ies) of the supporting documents for above should be uploaded in Technical Bid of EoI.

D) FEES, TAXES, DUTIES:

1. The Architect / Agency / Consultant should quote professional fee plus applicable taxes for services, for the Time period as indicated in this document and no variation on above account will be allowed during execution of the Contract.
2. Taxes will be applicable as per prevailing rates of Government from time to time.
3. Incomplete tender documents / or bids not responsive enough to the EOI terms shall be rejected.
4. NIFT reserves the right to reject any or all the EOIs without assigning any reason thereof.
5. Any vagueness/incomplete details in the offer shall make it liable to be rejected as such shortcomings in the offer shall be interpreted as incompetence and disinterest on the part of the applicant to meet tender requirements.

E) GUIDELINES FOR ONLINE BID SUBMISSION

The applicant are required to submit soft copies of their bids electronically on the CPP Portal <http://eprocure.gov.in/eprocure/app>.

1. Applicant should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Applicant will be responsible for any delay due to other issues.
2. The applicant has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. An indicative BOQ format has been provided with the tender document to be filled by all the applicant. Applicant are requested to note that they should necessarily submit their financial bids in the format provided on CPP Portal and no other format is acceptable. Applicant is required to download the BOQ file, open it and complete the Blue/Aqua colour (unprotected) cells with their respective financial quotes and other details (such as name of the applicant). No other cells should be changed. Once the details have been completed, the applicant should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the applicant, the bid will be rejected.
4. The server time (which is displayed on the dashboard will be considered as the standard time for referencing the deadlines for submission of the bids by the applicant, opening of bids etc. The applicant should follow this time during bid submission.
5. All the documents being submitted by the applicant would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done.

6. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
7. Upon the successful and timely submission of bids, the portal will give a successful bid submission message and a bid summary will be displayed with the bid no. and the date and time of submission of the bid with all other relevant details.

F) GENERAL CONDITIONS

1. The applicant should be fully conversant with all the applicable building / construction byelaws, local govt. and municipal codes, environmental laws, electrical and other regulations applicable for the building construction.
2. Applicant should not be in the negative / blacklist of any State / Central Government Department / PSU/Autonomous body. A declaration for the same in **Annexure – B** is to be furnished certifying the same.
3. NIFT reserves the right to disqualify any Applicant / Agency/ Company/ Institution/ Organisation, if the service provided by the Applicant / Agency/ Company/ Institution/ organisation is found to be unsatisfactory or if the information provided for engagement is found to be false.
4. **Professional Fees:** The professional fees of successful architect will be decided based on the estimated value of work / turnkey project or based on actual L1 rates whichever is lower. Architect / agency / firm are required to quote % of professional fees in **Financial Bid. Annexure - D**
5. **Duration of Engagement:** Agency may be engaged for maximum 03 years.
6. **Award of engagement of Architect:** Subject to the requirements, NIFT will award, the Contract to the Architect, whose EOI is found responsive, complete and has offered lowest percentage of professional fees.

7. PAYMENTS TERMS :

The payment of professional fees of Architect will be released as per below mentioned time schedules:


Sr No	Activities	% of payment	Cumulative % of payment
1	CONCEPT DESIGN [STAGE 1]	10%	10%
2	PRELIMINARY DESIGN [STAGE 2]	10%	20%
3	DRAWINGS FOR CLIENT'S /STATUTORY APPROVAL	10%	30%

	[STAGE 3]		
4	WORKING DRAWINGS AND TENDER DOCUMENTS [STAGE 4]	20%	50%
5	CONSTRUCTION [STAGE 5]	30%	80%
6	COMPLETION [STAGE 6]	20%	100%

8. The tender document prepared as per the professional inputs of the architect found to be non-responsive, in such case, the fee of architect will be restricted upto 40% as per the payment structure mentioned under clause no. 7 (Payment term) of General Condition.
9. **Duration of Engagement:** Initially the engagement will be for 01 year. However, same may be extended further based on the institutes requirements and satisfactory performance of the agency on yearly basis up to further period of 02 years on yearly basis with due performance evaluation.

10. JURISDICTION

All questions, disputes or differences arising out of, or in connection with the contract shall be referred to the sole arbitrator, appointed under the provisions of Indian Arbitration Act by NIFT. All disputes shall be subject to Gandhinagar Jurisdiction only.

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ANNEXURE 'A'

TECHNICAL BID

1	Name of Biding Architect / Firm / Consultant							
2	Name of Owner/Partners/Directors							
3	Full Particulars of Office :							
A	Complete Address							
B	Telephone No.							
C	Fax No.							
D	E-mail Address							
4	Whether declaration (Annexure – B) & Undertaking (Annexure - C) is attached.							
5	Registration Details of CoA							
A	Firm / Company Registration							
B	PAN / TAN							
C	GST							
06	Turnover of the Tenderer during last three year (should have annual turnover of Rs. 10.00 Lakh per year in each last three financial years)	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">2019 –20</td> <td style="text-align: center;">2020–21</td> <td style="text-align: center;">2021–22</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </table>	2019 –20	2020–21	2021–22	_____	_____	_____
2019 –20	2020–21	2021–22						
_____	_____	_____						
07	Minimum 03 years' experience	Copies of work completion certificate / Work orders to be provided.						

08	Should have completed at least 01 No. of work of project cost not less than Rs: 10 lakh OR 02 Nos pf projects of Cost not less than 05 lakh each.	Copies of work completion certificate / Work orders to be provided.
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- ❖ **Scanned copy of supporting documents in respect of above must be uploaded in e-tendering to qualify, compulsorily, duly attested by tenderer.**
- ❖ **Tender not accompanied with above information & documents in support of the same may be summarily rejected, which may be noted.**

ANNEXURE 'B'

SELF-DECLARATION – NO BLACKLISTING

In response to the Expression of Interest for Engagement of Architect for various Interior work etc. at NIFT Gandhinagar, I/ We hereby declare that presently I / our firm _____ is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body.

I/We further declare that presently I / our firm is not blacklisted or debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission including violation of relevant labour laws.

I/We further declare that contract of undersigned / firm has never been terminated by any State/ Central Government/ PSU/ Autonomous Body due to deficiency in services, performance or any other defaults.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, our security may be forfeited in full and the bid, if any to the extent accepted may be cancelled at any stage and the contract may be terminated and we shall be debarred from bidding in future against any other tender.

Yours faithfully,

Place:

Date:

Signatures

Name

Seal of the Organization

ANNEXURE 'C'

UNDERTAKING BY THE TENDERER

I/We have carefully gone through the various terms and conditions listed in different sections including Annexure and all other conditions mentioned elsewhere in the Expression of Interest for engagement of Architect at NIFT, Gandhinagar. I/We agree to all these conditions and offer to provide Architect services at NIFT. I/We are making this offer after carefully reading the conditions and understanding the same and without any kind of pressure or influence from any source whatsoever. I/We have inspected the NIFT premises and have acquainted ourselves with the tasks including quantum of work required to be carried out, before making this offer. We hereby sign this undertaking in token of our acceptance of various conditions listed in the tender document.

I hereby undertake that the information provided above and elsewhere in the tender is true and the tender is liable to rejection if the same is found to be false or the information is found to have been suppressed by me.

Place

Signature of Applicant

Date

Address : _____

Seal of the Agency



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ANNEXURE 'D'

FINANCIAL BID

This is to be submitted in the BOQ format (in excel) online mode in e-Tender system; no other mode will be accepted.

1. I/ We state that we have gone through the entire Expression of Interest and accept all the terms and conditions mentioned in the same.
2. I/ We would quote Professional Fees (including taxes if any) @% of estimated value of work / project or actual L1 rates whichever is lower for providing professional Architect services at NIFT campus, Gandhinagar as per EoI document.

Name & Address of the Applicant:

Seal & Signature:

Date:

Place: