



GOVERNMENT OF ASSAM
DIRECTORATE OF AGRICULTURE
Assam, Khanapara, Guwahati-22

Short Notice inviting E.O.I.

**E.O.I. for Empanelment of Architectural Firm / Consultancy service for Civil
Constructional works / Project under Agriculture Department**

No. Agri/Engg/3474(pt-III)/2011-12/02

Date:22/09/2021

Director of Agriculture, Assam, Khanapara, Guwahati-22 invites separates sealed E.O.I. affixing non refundable court fee stamp of Rs.8.25 (Rupees Eight and Twenty five paisa) only from registered firm for empanelment of *Architectural Firm* / consultancy service for “Civil Constructional Works/ project” under Agriculture Department. The interested firms having valid registration are invited for empanelment. Detail TOR may be obtained from website <https://diragri.assam.govt.in> and submit both (i) Technical Bid & (ii) Price Bid up to **1:00 PM of 01/10/2021** to the Engineering Section, Directorate of Agriculture, Assam. Technical Bids will be opened on **3:00 PM of 01/10/2021** & Price Bids of technically qualified Bids will open on a date to be notified later. Any failure/ delay in submission of proposal within stipulated time will not be entertained.

Sd/-

Director of Agriculture,
Assam, Khanapara, Guwahati-22.

**GOVERNMENT OF ASSAM
DIRECTORATE OF AGRICULTURE**

TERMS OF REFERENCE (TOR)

FOR EMPANELMENT OF ARCHITECTURAL FIRM/ CONSULTANT FOR CIVIL CONSTRUCTINAL WORKS

A. BACKGROUND:

The Department of Agriculture, Government of Assam is proposed to be executed the Departmental infrastructure development works under various scheme such as SOPD/RKVY/RIDF etc. for the year 2021-22.

B. OBJECTIVES:

The main objective of the EOI is to Empanelment of Architectural Firms for the service related to Survey and Preparation of Detailed Report along with Architectural/Structural Drawings, BOQ, e-Bidding documents etc and supervised critical activities during construction of Departmental Office buildings, Boundary wall, Farmer's Hostel etc.

C. TASK:

The main tasks under the assignment are-

- ☞ Site surveillance with officers viz. Executive Engineer/Assistant Executive Engineer (Agri) of the district concern / Director.
- ☞ Develop a proper plan as per site condition and requirement of the proposed project in consultation with the Executive Engineer /Assistant Executive Engineer (Agri), concerned.
- ☞ Landscaping, beautification and renovation plan.
- ☞ Prepare a draft estimate as per plan.
- ☞ Rate of items should be as per latest SOR of CPWD for Civil works, Electrical works, sanitary & water supply works and Roads whichever is applicable. Non- Schedule items can be suggested, supported by analysis of local market rates and the source of rate to be furnished, if any.
- ☞ Take approval of the draft plan and estimate from the Chief Engineer, Agriculture, Assam or his/her authorized officer.
- ☞ Prepare final drawing, design & estimate of the proposed works.
- ☞ 5 copies of final DPR including a set of drawings for all layers and views along with 3-D rendering to be submitted in hard copies.
- ☞ The DPR should incorporate-
 - ❖ Details of design including structural design as the case may be, plan and detailed estimate along with calculation sheets of all structures.
 - ❖ Soil testing report for sub-structure (wherever necessary).
 - ❖ Estimates of Sanitary and water supply facilities.
 - ❖ Provision of internal electrical connection shown on plan for electronic hardware connection, LAN, external electrical connection including sub-station etc. detail estimate.
 - ❖ Site development & construction of approach road (wherever necessary).
- ☞ A power point presentation on DPR shall have to be delivered prior to finalization of the same.
- ☞ All the documents proposed for the project will be the property of Director of Agriculture, Assam. Sharing of the documents to any other persons or organization will not be acceptable.
- ☞ Preparation of bid document for e-tendering.
- ☞ Supervision during execution of work as assigned by the Director of Agriculture, Assam/Chief Engineer, Agriculture, Assam and would submit assessment report on volume & value of work done.
- ☞ Any other task to achieve the set objectives and as directed by the Director of Agriculture/ Chief Engineer, Agriculture, Assam.

D. PERIOD OF THE ASSIGNMENT:

- ☞ The assignment shall be purely temporary in nature.
- ☞ Period of the assignment will be up to completion of the project period.
- ☞ The time line for completion of the assignment shall be as below-

SN	Particulars	Time (from the date of issue of order)
1	Preparation & getting approval of Draft plan and estimate	15 days
2	Preparation of final drawing, design & estimate	25 days
3	Submission of Final DPR in hard copies	30 days
4	Supervision during execution of work	As assigned by the Chief Engineer, Agriculture, Assam during project period

- ☞ The assignment may be terminated at any time within 15 days notice by the Director of Agriculture, Assam without assigning any reason, and without thereby incurring any liability to the Government of Assam.
- ☞ The Department shall not provide any logistic support and accommodation including office accommodation during the period of assignment.
- ☞ Consultant shall have access to related official documents during assignment period.
- ☞ The consultant must complete his job within the time specified by the department.
- ☞ Departure by the consultant at any point of time prior to completion of the allotted assignment shall attract forfeiture of all dues pertaining to the assignment awarded.
- ☞ It is desired that the consultant hired under the scheme shall observe the highest standard of ethics during the period of his/her service and in case the incumbent is found to be involved in corrupt and/or fraudulent practice his/her services will be terminated without any notice and penal action as per law shall be initiated.

E. QUALIFICATION CRITERIA OF FIRM:

- The firm should have its establishment in Assam and own equipments for smooth completion of the assignment. The details have to be submitted to the department.
- The firm should have sufficient technical persons for this assignment. The firm shall at least possess technical persons as mentioned in Annexure-III. Supporting documents against credentials of technical persons must be furnished.
- The firm should have GST registration or service tax registration. (copy to be furnished)
- The firm should furnish financial soundness certificate from a nationalised bank or bank account statement of last six months of sound financial transaction.
- The firm should furnish Audited Balance Sheet of last 2 (Two) years, 2019-20 & 2020-21, audited by chartered accountant.
- The Firm should have experience in Design, Plan, Estimate & preparation of DPR of civil construction works undertaken in Assam during last 3 years i.e 2018-19, 2019-20 & 2020-21

involving minimum project cost of Rs. 350 Lakhs of similar nature of project. (Statement showing list of major architectural assignment completed successfully shall be submitted).

- To qualify technical bid the firm should score 70 points or more in the score sheet at **Annexure-IV**.
 - The price schedule for activity wise rate to be offered as per Annexure-II as “Price Bid”. Price bid of only technically responsive Firms shall be evaluation.
 - Technically responsive Firms shall be ranked in ascending order i.e from the lowest rate in total to the highest quoted rate in total as L-1, L-2, L-3 so on. Out of these, contract shall be awarded in proportion to only 50% of the Firms who offered competitive rates subject to acceptance of L-1 rate. Technical Bid & Price Bid has to be submitted in the format given in Annexure-I & **Annexure-II** respectively.
- F. **PAYMENT:** The payment shall be as proportionate to Govt. Sanction of fund.
- H. ➤ **Bid validity:** The bid validity is for 120 days.
- **Bid Cost:** The Bidders shall have to deposit bid cost amounting to Rs. 2,000.00 to the revenue Head of account vide “**0401-800** other deposit through Treasury Challan in any Treasury of the State of Assam. Bid cost is mandatory and non refundable. Bid shall be rejected outright in case of failing to deposit of bid cost.
 - **Bid Security:** It is mandatory for the participants to deposit bid security for an amount of Rs. 10,000/-(Rupees- Ten Thousand) only in the form of bank guarantee or a bank draft drawn in favour of Chief Engineer, Agriculture, Assam, Khanapara, Guwahati-22. The bid security will be refunded to the unsuccessful bidders after finalization of the bid process or adjusted with the performance security on request by the successful bidders.
 - **Performance Security:** Within 10 days of receiving letter of acceptance, the successful bidders shall deliver to the Chief Engineer, Agriculture, Assam, Khanapara, Guwahati-22, the performance security (either a bank guarantee or a bank draft in favour of Director of Agriculture, Assam, Khanapara, Guwahati-22 for an amount of Rs. 20,000.00. Failure of successful bidders to furnish performance security and to sign the agreement within the period stipulated shall constitute sufficient grounds for annulment of award and debarring the bidders from participation in bidding for works by the Employer for a period of one year, in which case the Employer may make the award to the next lowest evaluated bidders or seek quotations afresh.
 - **Submission of Bid:** BID to be submitted in two bids separately: (a).Technical Bid & (b) Price Bid. Technical bid will be submitted as per **Annexure-I & III**. The price bid to be submitted as per **Annexure-II**. Both technical & price bid shall be submitted separately in shield cover super scribing the name of bid and address of the proposer.
 - **Quoting of Rate:** The rates shall be quoted neat and clean in both figures and words as per the **Annexure- II** and submit without over writing in a separate sealed cover. The quotation form is to be duly signed by the Bidders. Over writing, use of correction fluid/ Eraser to erase and rewrite shall not be accepted.
 - **Opening of Quotation:** Opening of technical bids shall be done as per activity schedule at **Annexure-I**. Bidders (or his representative) may attend the same in specified place and time. Price bids of the bidders whose bids are found to be technically qualified will be opened latter and the authority shall notify the date.

➤ **Technical Evaluation:**

To qualify the firm should score 70 points or more in the above score sheet at *Annexure –IV*.
The Firm must furnish supporting documents against each criteria to qualify as per score sheet.

FORMAT FOR SUBMISSION OF TECHNICAL BID**Name of the work: Eempanelment of Architectural firm/ Consultant for Civil Constructional work under Agriculture Department**

1. Name of the Firm :
2. E-mail Id :
3. Permanent Postal Address (attach a copy of evidence):
 - (i) Village/ Town :
 - (ii) Post Office :
 - (iii) Police Station :
 - (iv) District :
 - (v) State :
 - (vi) Contact No. :
4. Current Address :
 - (i) Village/ Town :
 - (ii) Post Office :
 - (iii) Police Station :
 - (iv) District :
 - (v) State :
 - (vi) Contact No. :
5. Full Name (In Block Letters) and address of the proprietor with contact no & E-mail Id :
6. Nationality :
7. GST registration No. :
8. PAN card No. :
9. Passport No. (If available)(Attach a copy of evidence):
10. Designation with contact email and phone number of the signatory:
11. Qualifications and experience of key site management and technical personnel proposed for the assignment: **(As per Annexure-III)**

Sl.	Name of the technical person	Qualification	Year of engagement	Experiences
1.				
2.				
3.				
4.				
...				

(Attach extra sheet if necessary)

11. Works undertaken in Assam by the Firm for similar nature of project during last 3 years :

Project Name	Name of Employer	Name of assignment or project:/ Main Features of the project:	Contract No./ Year:	Value of assignment (Rs.)	Date of issue of work order	Stipulated period of completion of assignment	Actual date of completion of assignment	Remarks explaining reasons for delay and completion of assignment

(Attach extra sheet if necessary)

12. Do you have any litigation or corruption charges pending against you? (If yes furnish details)

Declaration: I certify that the statements made by me in this proposal are true, complete and correct to the best of my knowledge and belief. Permission is hereby given to the Director of Agriculture, Assam, to make such investigations as are necessary on the information given above. I understand that any misrepresentation or fraudulence or material omission made herein or in any other document requested by Director of Agriculture, Assam, would render dismissal and termination of my proposal apart from other penal action as per the law.

Signature of the applicant along with
the designation & Seal

**FORMAT FOR PRICE SCHEDULE
FOR ACTIVITY WISE RATES TO BE OFFERED AS PRICE BID**

12. Name of the work: **Eempanelment of Architectural firm/ Consultant for Civil Constructional work:**

13. Name of the Firm :

SN	Activities	Unit	Rate without Tax	Amount of Tax (as applicable)	Total amount including tax. (In figure)	Total amount including tax. (In words)
I.	Survey report & Conceptual Plan of the sites, sectional drawing of individual items of work.	LS				
II.	Preparation & submission of final DPR complete in all respect as per TOR for each work.	% age of estimated amount as per DPR.	N/A		N/A	N/A
III.	Preparation of e-Bidding document for e-Bidding.	LS				
IV.	Supervision during execution of work (for each visit).	Each				
Total						

Declaration: I certify that the statements made by me in this proposal are true, complete and correct to the best of my knowledge and belief. Permission is hereby given to the Director of Agriculture, Assam, to make such investigations as are necessary on the information given above. I understand that any misrepresentation or fraudulence or material omission made herein or in any other document requested by Director of Agriculture, Assam, would render dismissal and termination of my proposal apart from other penal action as per the law.

Signature of authorized signatory
with designation & Seal

Technical Bid

Key Personnel	Nos.	Minimum Educational Qualification	Professional Experience (in yrs.)	Supporting documents to be furnished
Team Leader	1	Degree in Architecture & Registered with the Council of Architecture	10	1. Degree certificate 2. Registration certificate under council of Architecture.
Structural Engineer	1	Degree in Civil Engineering	5	1. Degree certificate in Civil Engineering.
Diploma holder in Civil Engineering	2	Diploma in Civil Engineering	3	1. Diploma certificate in Civil Engineering.
Diploma holder in Electrical Engineering	1	Diploma in Electrical Engineering	3	1. Diploma certificate in Electrical Engineering.

Score Sheet

SN	Criteria	Unit	Marks
1	Experience in similar nature available with the Firm for preparation of architectural, Landscaping, exterior design/drawings and also for survey & investigation at site (Project completion certificate shall be furnished as supporting document).	3 years or more = 5 years or more =	10 15
2	Govt./ Semi Govt. assignment relating to landscaping/ architectural projects completed by the participating Firm during last three years i.e. 2018-19, 2019-20 & 2020-21 (project completion certificate from concerned authority shall be furnished as supporting document). <u>Total Project value:</u>	50 Lakhs or more = 1 Crore or more = 2 Crore or more =	05 10 15
3	No. of technical manpower available with the Firm for preparation of architectural, landscaping, exterior design/drawings and also for survey & investigation at site (Copy of agreement/ bond with the technical manpower with a validity of at least one year from the date of publishing of this notice shall be furnished as supporting document)	To qualify bidders must score at least the minimum marks against each of the following three categories of technical man power.	
	(i) PG in Civil/ Structural Engineering (Qualification certificate shall be furnished)	1 no.= 2 nos. = 3 nos. =	10 15 20
	(ii) Degree in Civil/ Electrical/Architecture (Qualification certificate shall be furnished)	1 nos.= 2 nos. = 3 nos. =	10 15 20
	(iii) Diploma in Civil/ Electrical/Architecture (Qualification certificate shall be furnished)	2 nos.= 3 nos. = 5 nos. =	10 15 20
4.	Last 3 year's Average turnover in the name of participating Firm (certificate from CA shall be furnished)	15.0 Lakh or more = 25.0 Lakh or more =	10 15