



Govt. of Assam

**Directorate of Agriculture, Assam, Khanapara, Guwahati-22**

**SHORT NOTICE INVITING QUOTATION**


NIT NO. AGRI/ENGG/4881/Krishi Bhawan/Landscaping/2020-21/ 01

Dated- 03 /02/2021

The Director of Agriculture, Assam intends to hire Architectural firm to prepare Detailed Project Report (DPR) including detail plan, drawings, landscaping, parking area, electrification, roads and drainage facility etc. in an around the Krishi Bhawan building at Khanapara, Guwahati-22 after detail survey of site ascertaining the need-based prioritized components of infrastructure.

The tender document will be made available in the website: <https://diragri.assam.gov.in> from 25 / 02 /2021 onwards. Interested Firms having experience of executing similar nature of works may submit quotation affixing non refundable court fee stamp of Rs. 8.25 (Rupees Eight and twenty five paisa) only in the Office of the Chief Engineer, Agriculture, Assam on 12 / 03 /2021 from 10.00 AM to 1.00 PM and will be opened on the same day at 2.00 PM.

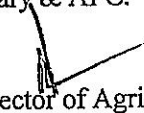
In the event of bid submission day being a holiday, the submission will take place on the next working day.

  
Director of Agriculture,  
Assam, Khanapara, Guwahati-22

Memo NO. AGRI/ENGG/4881/Krishi Bhawan/Landscaping/2020-21/ 01  
Copy to: -

Dated- 03 /02/2021

1. The Commissioner & Secretary, Agriculture Department, Govt. of Assam, Dispur, Guwahati-6 for favour of kind information.
2. The State Project Director, APART, ARIAS Society for favour of information.
3. Managing Director, Assam Seed Corporation, Khanapara Guwahati-22 for favour of information.
4. The Director of Horticulture & F.P. Assam, Khanapara, Guwahati-22 for favour of information.
5. The Director, SAMETI, Khanapara, Guwahati-22 for favour of information.
6. The PS to Principal Secretary & APC for kind appraisal of Principal Secretary & APC.
7. NOTICE BOARD.

  
Director of Agriculture,  
Assam, Khanapara, Guwahati-22

Terms for Engagement of Architectural Firms for the services related to Survey and Preparation of Detail Project Report for Landscaping, create beautification, roads, drainage, parking facility etc.

1. Background of the project/assignment:

1.1 The Director of Agriculture, Assam intends a development objective to create beautification, plantation, landscaping and parking facility for the officers, staffs and visitors vehicles/ Motor Bikes in front and around the Krishi Bhawan building for better functioning and decorum of the office premises.

1.2 The Director of Agriculture, Assam herein after called 'Authority' intends to hire Architectural firm (to be called here-in-after as 'Firm') to prepare Detailed Project Report (DPR) including designs and drawings, landscaping, parking area, roads and drainage facility etc. in an around the Krishi Bhawan building at Khanapara, Guwahati-22 after detail survey of site (Annexure-I, II & III) and ascertaining the need-based components of items in consultation with the Chief Engineer, Agriculture in the Directorate of Agriculture. The assignment includes preparation of DPR including preparation of detail design and drawings for various components such as demolition of old infrastructure, removal, landscaping, parking, roads and drainage, development of the office premises works (Report, detailed cost estimate, calculation sheet & Bill of Quantities, drawings etc.) The assignment is required to be completed within 60 (Sixty) days after award of contract.

2. Task:

2.1 The main tasks under the assignment are :-

- Site visit of the proposed area [As per proposed Site plan at (Annexure-I, II & III) comprise of Total Area: 3,608.56 Sq M] (Approx).
- Conduct survey and prepare an overall conceptual Muster Plan, showing the layout of Car parking area, landscaping, plantation of ornamental trees, roads, drainage, electrification survey, report, Map comprises of plan, sectional drawing etc.
- Exterior electrification works, water supply, sanitary and waste disposal of the surrounding.
- 3D power point presentation before the panel designated for the purpose.
- Prepare a budget with capital cost estimates and make an estimate of recurrent costs.
- Bill of Quantities (BOQ) in MS excel format.
- Preparation of detailed estimate. based on current Assam PWD Schedule of Rates (SOR) with latest amendments and non scheduled items based on rate analysis and preparation of full project proposal (FPP) based on above.
- Prepare of Detailed Project Report (DPR).
- Supervision during execution, setting of layout of work, dismantling, any other critical components.

2.2 DPR should incorporate :

- ❖ Brief summary report.
- ❖ Detailed cost estimate with analysis of rates, if any,
- ❖ The Bill of Quantities (BOQ),
- ❖ Estimate of landscaping
- ❖ Estimate for parking facilities,
- ❖ Provision of external electrical – detail estimate,
- ❖ Site development of approach roads, internal road and drainage wherever necessary,

### 3. Eligibility criteria:

- a) The offers from the Firms as per format in Annexure-IV as "Technical Bid" will be evaluated based on the following criteria.
- b) Expertise/ technical manpower available with the Firm for preparation of architectural, structural, interior design/drawings and also for survey & investigation at site.
- c) Govt./ Semi Govt. assignment of similar nature of works/ architectural projects completed by the participating Firm during last three years i.e. 2017-2018, 2018-19 & 2019-20 (Statement showing list of major architectural assignments completed successfully along with work order shall be submitted).
- d) To qualify in technical bid the firm should score **70 points** or more in the score sheet at Annexure-V. Participating Firms shall furnish supporting documents to qualify as per score sheet.

### 4. Instruction to Quotationer:

- a) The assignment is purely temporary in nature.
- b) Period of assignment will be up to completion of the project period
- c) The assignment will be terminated at any time within 15 days notice by the Authority, without assigning any reason and thereby without incurring any liability to the Govt. of Assam,
- d) The Department shall not provide any logistic support, accommodation including office accommodation during the period of assignment,
- e) Consultant shall have access to related office documents during assignment period
- f) Consultant must complete his job within the time specified by the Department
- g) 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
- h) It is desired that the consultant hired under the project 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 panel action as per law shall be initiated.

### 5. Time Line: Time line for completion of assignment shall be as stated in Part-A and Part-B below:

SN	Activity (PART-A)	Time allotted from the date of issue of order.
1	Complete Survey of the site	Within 5 days from date of order/allotment. (1st to 5th day)
2	Submit Preliminary Layout Plan, design & drawings (PART-A)	Within 15 days from date of order/allotment. (6th to 15th day)
3	3D Presentation.	On 25 <sup>th</sup> day

SN	Activity (PART-B)	Time Total: 15 days
1	Submit Final Layout Plan design & drawings after approval of preliminary plan (Part-B) by the Director of Agriculture, Assam.	Within 10 days after approval by DA, Assam.
2	Submission of Final DPR [Part-B] (design, drawings, cost estimate, e-bidding document etc.)	Within next 15 days (11th to 26th day)

## 6. General terms & condition:

- (i) The bid shall be submitted as per activity schedule **Table-I** in a main sealed packet super scribing the name of the Architectural firm & detail address, which shall include packets mentioned at (a) & (b) as follows:
- One sealed packet for "Technical Bids" super scribing as "Technical Bids" containing all the documents mentioned in the quotation except **Annexure-VI** along with original hard copies of (i) Bid security in the form of Original Bank Guarantee / FDR (ii) Cost of Bid document in the form of Original copy of Treasury challan.
  - One sealed packet for "Price Bids" super scribing as "Format for Price Schedule for Activity Wise Rates to be offered as Price Bid" (**Annexure-VI**)

**Table-I**

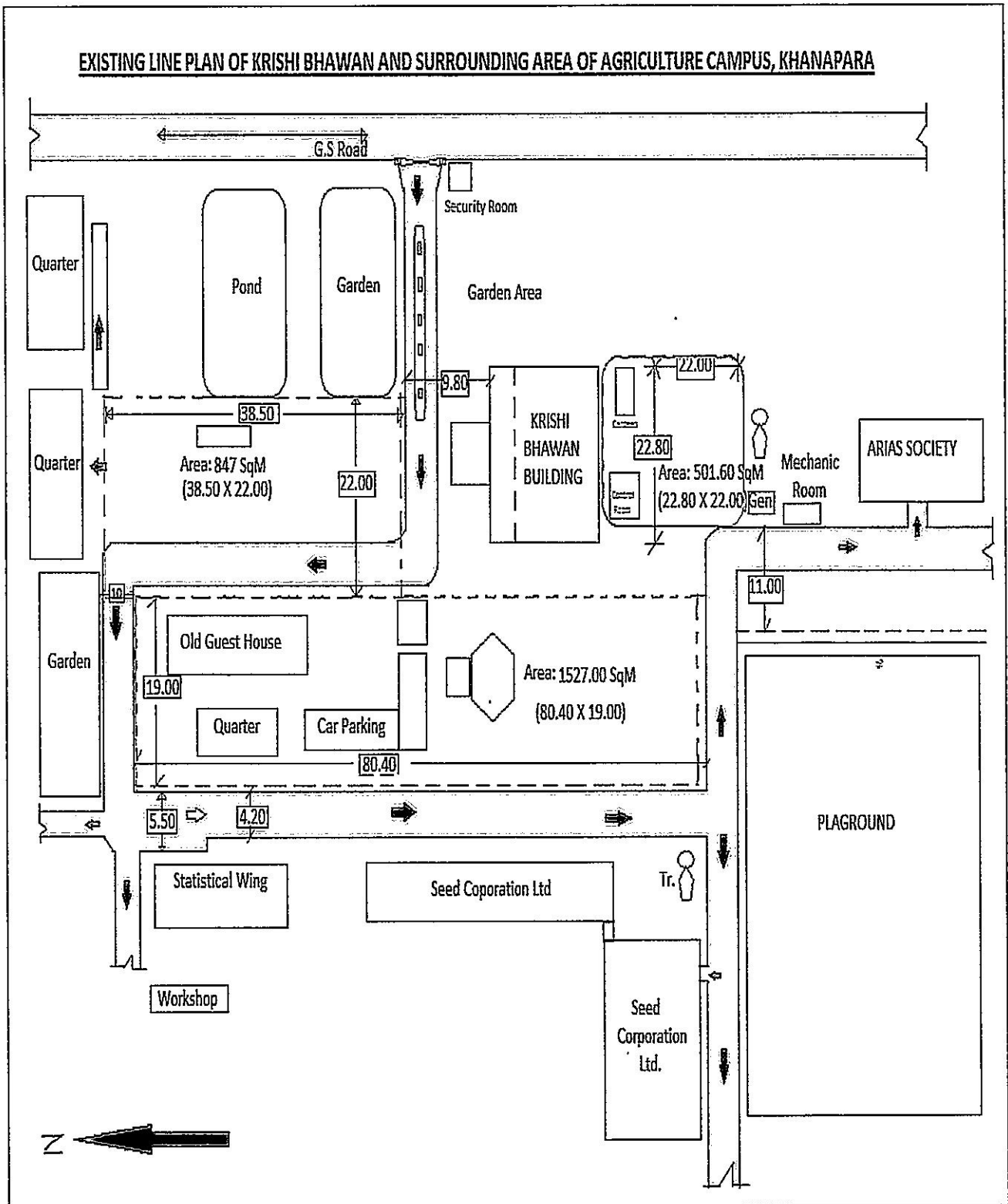
Sl. No	Activity	Date	Time	Place
1.	Publishing of Quotation	25/02/2021	--	https://diragri.assam.gov.in
2.	Availability of Quotation	25/02/2021	--	
3.	Submission of Quotation	13/03/2021	10.00AM to 1.00PM	O/o The Chief Engineer, Agriculture, Assam
4.	Opening of Technical Bid	12/03/2021	2.00PM	
5.	Opening of Financial Bid	Date & Time shall be notified on completion of evaluation of Technical Bid.		

\*In the event of opening day being a holiday, the activity will take place on the next working day.

- A Quotationer will submit only 1 (one) bid against the work.
- The Architectural firm / Quotationer at the their own cost, responsibility and risk shall visit and examine the site of work and its surroundings and obtain all information's that may be necessary for preparation of the Detailed project report (DPR).
- ST/SC/OBC/MOBC/ Graduate Engineer category persons providing bid cost of Rs. 1,000/- equivalent of 50% of the Bid value of Rs. 2,000/- shall submit proof of their belonging to such category from the competent authority. Failure to produce authentic proof will disqualify him from the bidding.
- Each Quotationer shall submit attested Xerox copies of the following up to date documents along with the Bid
  - Valid Govt. Registration of the Construction / Architectural firm,
  - PAN Card,
  - Up to date GST Document (Registration certificate, GRN No.)
  - Work Experience Certificate similar nature of Architectural design & development works for which bid is intended to be submitted from an officer not below the rank of an Executive Engineer.
  - Power of Attorney (in case of firms etc.) to sign and represent on behalf of the Firm etc.
  - Financial Soundness Certificate from any nationalized/ Regional Schedule Bank.
- The offers from the Firms will be evaluated by a technical team constituted by the Director of Agriculture based on the following criteria as per **Annexure-IV**.  
Expertise / technical manpower available with the Firm for preparation of architectural, structural, design/drawings and also for survey & investigation at site.
  - Major architectural assignment relating to Landscaping undertaken during the last three (3) years: (Statement showing list of major similar nature of assignments, work order and successfully completed certificate shall be submitted).
  - Average Turnover of the Firm for the last two years (i.e. 2018-19 & 2019-2020) certified by CA.
  - Original copy may sought for evaluation.
- No Bid may be modified after the deadline for submission of Bids.
- Xerox attested copy of valid and legal Power of attorney shall be enclosed with the Bid, for the person signing the Bid document on behalf of a Architectural Firm/ Associates/ Company etc.

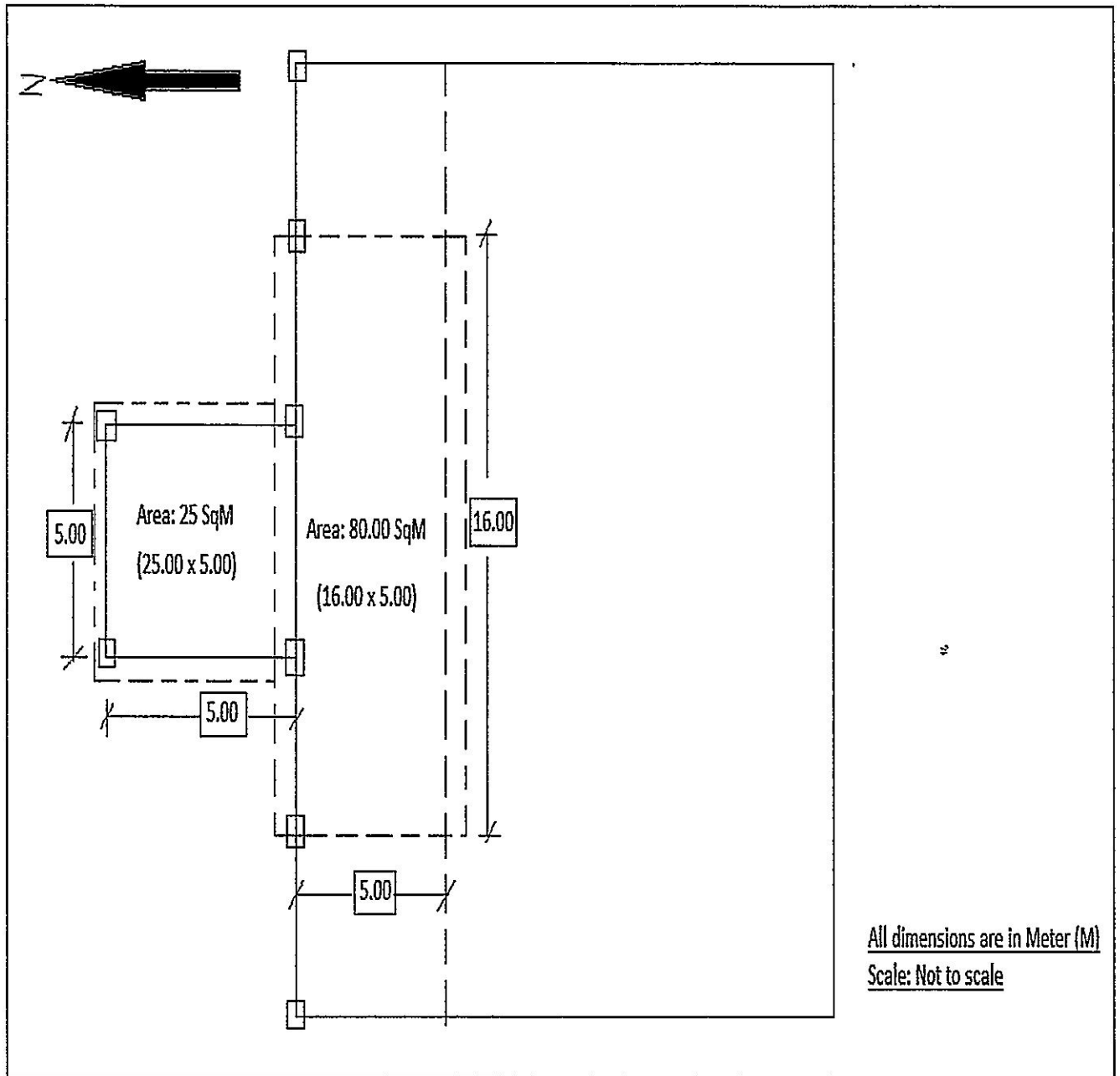
- (ix) Sub- contractors experience shall not be taken into account in determining the Quotationer compliance into the qualifying criteria.
- (x) Incomplete bid will be summarily rejected.
- (xi) The rates shall be quoted neat and clean in both figures and words in the bid form without over writing. The Quotation form is to be duly signed by the Quotationer. Over writing, use of correction fluid/ Eraser to erase and rewrite shall not be accepted.
- (xii) The rates offered by the Quotationer shall remain valid till completion of the work by the Quotationer
- (xiii) Final letter/order to go ahead with the work to the Quotationer shall be issued by the Director of Agriculture Assam/ Chief Engineer, Agriculture, Assam subject to received of administrative approval from competent authority.
- (xiv) The successful quotationer shall be bound to carry out any items of work necessary for completion of the schedule of items and quantities and rates. Instructions in respect of such additional items and their approximate quantities will be issued in writing by the Authority.
- (xv) *Payment to Quotationer is subject to availability of fund / receipt of ceiling against relevant Head of Account.*
- (xvi) Subletting of the work by the Quotationer will not be acceptable.
- (xvii) Bid security will be forfeited in case of withdrawal / false declaration.
- (xviii) Any correspondence will be made on email only.
7. **Bid validity:** The bid validity is for 120 days.
8. **Bid Cost:** The Quotationer shall have to deposit bid cost amounting to Rs. 2,000/- (Rupees Two thousand) only 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. \*
9. **Bid Security:** It is mandatory for the participants to deposit bid security for an amount of Rs. 50,000/- in the form of bank guarantee or a bank draft in favour of Director of Agriculture, Assam, Khanapara, Guwahati-22. The bid security will be refunded to the unsuccessful quotationers after finalization of the bid process or adjusted with the performance security on request by the successful quotationer.
10. **Performance Security:** Within 10 days of receiving letter of acceptance, the successful quotationer 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 equivalent to 5% of the quoted price. Failure of successful quotationer to furnish performance security and to sign the agreement within the period stipulated shall constitute sufficient grounds for annulment of award and debarring the quotationer 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 quotationer or seek quotations afresh.
11. **Quoting of Rate:** The rates shall be quoted neat and clean in both figures and words as per the ~~Annexure-VII~~ and submit without over writing in a separate sealed cover. The quotation form is to be duly signed by the Quotationer. Over writing, use of correction fluid/ Eraser to erase and rewrite shall not be accepted.
12. **Opening of Quotation:** Opening of technical bids shall be done as per activity schedule at ~~Table-I~~. Quotationer (or his representative) may attend the same in same in specified place and time. Price bids of the quotationers whose bids are found to be technically qualified will be opened latter and the authority shall notify the date.
13. **Technical Evaluation:**  
To qualify the firm should score 70 points or more in the above score sheet at *Annexure -V*. The Firm must furnish supporting documents against each criteria to qualify as per score sheet.
14. **Monitoring:** The Chief Engineer, Agriculture, Assam will monitor the quality & efficiency of the service to be provided by the hired Firm.

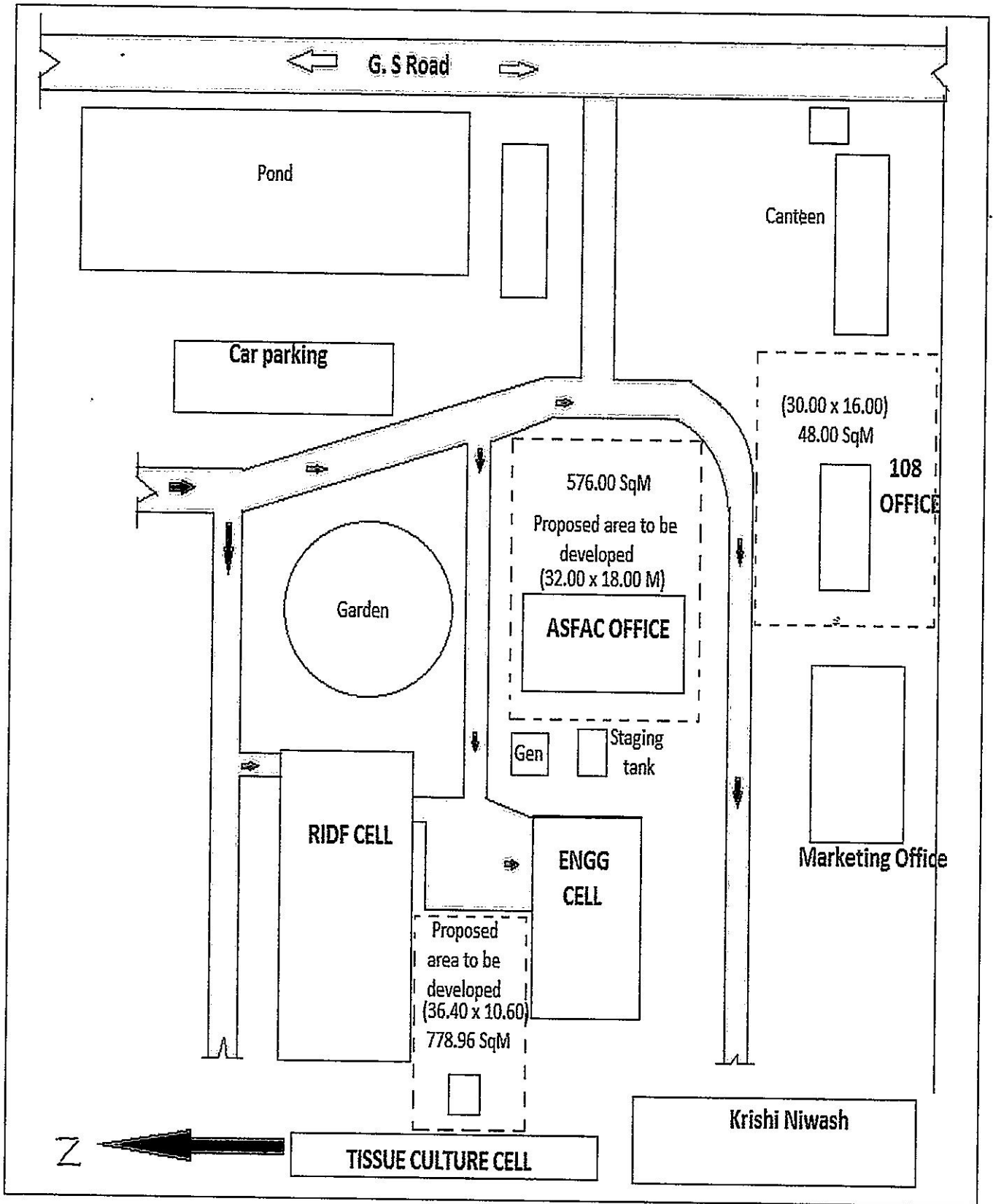
EXISTING LINE PLAN OF KRISHI BHAWAN AND SURROUNDING AREA OF AGRICULTURE CAMPUS, KHANAPARA



All dimensions are in M  
Scale: Not to scale.

ANNEXURE-II





All dimensions are in M  
Scale: Not to scale.



**FORMAT FOR SUBMISSION OF PROPOSALAS TECHNICAL BID**

1. Name of the Architectural Firm:
2. Registration No.& Date (copy of the registration certificate along with up to date validity to be enclosed):
3. Full Name of the proprietor (In Block Letters):
4. Gender:
5. Nationality:
6. Permanent Postal Address (attach supporting document):
7. Police Station:
8. Current Address:
9. Telephone/ Cell No.:
10. Email address:
11. Passport No. (If available) (Attach a photo copy): .....
12. Designation with contact number and email of the signatory (attach authorization for signatory in case signatory is other than the proprietor of the Firm):
13. Qualifications and experience of key site management and technical personnel proposed for the instant assignment (attach supporting documents):

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

14. Details of Major architectural assignment relating to Landscaping undertaken during the last three (3) years.(Attach supporting documents like work orders, completion certificates etc.):

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

15. Do you have any litigation or corruption charges pending against you? (If Yes furnish details/ If No furnish a declaration in this regard)

**Declaration:** I/We certify that the statements made by me/us in this proposal are true, complete and correct to the best of my/our 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/We 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/our proposal apart from other penal action as per the law.

Signature of authorized signatory  
with designation & Seal

**Attach self attested certificates, supporting documents etc.**

## 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. 2017-2018, 2018-19 & 2019-20 (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 quotationer 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

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

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

Signature of authorized signatory  
with designation & Seal