



THE INSTITUTE OF Company Secretaries of India

भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

(Under the jurisdiction of Ministry of Corporate Affairs)

ICSI/INFRA/RAJKOT/2024

10th April, 2024

NOTICE AND TERMS & CONDITIONS FOR SELECTION OF ARCHITECT FOR FURNISHING OF INSTITUTE'S RAJKOT CHAPTER'S PREMISES AT 10TH FLOOR, "THE MILLENNIUM" 150 FEET RING ROAD, NANA MAVA CIRCLE, RAJKOT-360005, GUJARAT.

The Institute of Company Secretaries of India (ICSI) is a statutory body constituted under the Company Secretaries Act, 1980 to regulate and develop the profession of Company Secretaries. The Institute functions under the aegis of Ministry of Corporate Affairs, Government of India. The ICSI has nationwide presence with its headquarters at New Delhi, four Regional Offices at New Delhi, Chennai, Kolkata and Mumbai, three nos. of Centre for Corporate Governance, Research and Training (CCGRT) at Navi Mumbai, Hyderabad and Kolkata, 72 Chapters spread all over India and six overseas center's at UAE, USA, UK, Singapore, Australia and Canada. Further construction work of a CCGRT at IMT, Manesar, Gurugram is in progress.

Out of its 72 chapters, the Institute has a Chapter office at Rajkot at 10th Floor with office Nos. 1001, 1002, 1003, 1012- A and 1012-B of 'The Millennium' at Nanamava Circle, 150 Feet Ring Road, Rajkot measuring area total built -up area of 2987.73 Sq ft.

The Institute desires for execution of furnishing works of its Rajkot Chapter's above premises and accordingly, applications are invited from the reputed Architectural firms/Architects (having their either head office or branch office or tie-up/collaboration with local Architect at Rajkot) for selection of Architect for above mentioned work. The scope of the work of the Architect shall be as under: -

- (i) Space planning and preparation of drawings for sitting plan as per requirements of the Institute to have optimum utility/efficiency of the building/floor;
- (ii) Preparation of the estimate for budgetary purpose;
- (iii) Preparation of tender document(s) and detailed estimate/BOQ based on the drawings finalized and items to be executed like interior work, plumbing, sanitary, acoustic, electrical, fire, IT/networking, Telephone, signage, Air Conditioning system (modification in existing system , if any) etc.;
- (iv) Providing necessary technical inputs to Infrastructure Committee for selection of Contractor(s) for execution of the Interior /furnishing work/project;
- (v) Integration of all Engineering systems;
- (vi) Preparation of detailed working drawings for various items/ services, to be issued to the executing agencies.

- (vii) Periodical supervision of works and evaluation of works at site and to appraise the Infrastructure Committee from time to time. Visit of site at least in every week to review the progress of the project and guide to the Contractor as per the site requirement .
- (viii) Preparation of detailed schedule of completion of work in consultation with the Contractor(s) and submission of periodical progress report to Infrastructure Committee intimating details regarding activities behind schedule and steps to be taken on items which are under the scope of the Institute.
- (ix) The Architect shall be fully accountable to the Institute with regard to the design, specification, quality of work and timely completion of the project as time is the essence of the contract.
- (x) Certification of the bills/ R/A bills of the Contractor(s) as per the approved/ item rates and actual quantity of work executed and terms & conditions of the work Order / agreement executed with the Contractor(s).
- (xi) Certification regarding quality of materials and workmanship of different items/equipment/ furniture etc. as per the specification mentioned in the work order/ agreement executed.
- (xii) In the event of any defects and deficiencies noticed during inspections, the same shall be reported in writing by Architect to the Institute for taking necessary action in accordance with the terms of the Agreement.
- (xiii) Certification of completion of work of Contractor(s).
- (xiv) During defect liability period of the Contractor(s), if any defects pointed out, the Architect shall have to render services for providing the list of defects and assist the ICSI for getting the defects rectified through the Contractor(s).
- (xv) Certification for release of retention money/ security deposit to the Contractor(s) after expiry of defect liability period.
- (xvi) After completion of work, the Architect shall have to provide one set of built up drawing for use and record of the ICSI. The Institute shall be entitled to make use of all the drawings for the maintenance, repair and alteration of any building or part of the project at any future date.

Interested Architects/ Architectural firms may submit their applications in sealed envelope super scribed as **“APPLICATION FOR SELECTION OF ARCHITECT FOR FURNISHING OF INSTITUTE’S RAJKOT CHAPTER’S PREMISES AT 10TH FLOOR, "THE MILLENNIUM" 150 FEET RING ROAD, NANA MAVA CIRCLE, RAJKOT-360005, GUJARAT”** addressed to **“The Chairman, Rajkot Chapter of The Institute of Company Secretaries of India”** at the following address before the scheduled date and time i.e. **26th April, 2024, 3:00 PM.**

**The Chairman,
Rajkot Chapter of ICSI
10th floor, The Millennium
150 feet ring road,
Nana Mava circle,
Rajkot-360005, Gujarat.**

For any clarification, Mr. Abhishek Raj, Asst. Director (Const.) may be contacted (0120- 4522046). The site inspection may be done during working hours of the ICSI in co-ordination with Mr. Raj Kumar Rai– (09602956146).

The applications may either be dropped in a sealed tender box kept at reception area of the above mentioned office of ICSI or sent through Speed Post/Registered Post/Courier on the above address.

ICSI shall not be liable for any postal delays, whatsoever, in receipt of applications and application(s) received after the stipulated date and time shall not be entertained.

The applications except the financial bids will be opened on **26th April, 2024, 4:00 PM** at above office premises. The representative of applicants, if they wish, may remain present while opening of the same. The financial bids of the shortlisted applicants after technical evaluation will be opened later with prior intimation.

The ICSI reserves the right to accept or reject any or all the applications or annul this process at any time without assigning any reason whatsoever.

The Chairman, Rajkot Chapter of ICSI

INFORMATION /INPUTS REQUIRED TO BE PROVIDED ALONG WITH THE APPLICATIONS FOR SELECTION OF ARCHITECT:

A. PARTICULARS:

1. Name of the Organization
2. Address of Head Office and other branches, if any.
3. Whether partnership, proprietorship, private limited or public limited.
4. Names and qualifications of Directors
5. No. of full time employees who are Architects with names.
6. No. of full time employees with names, who are qualified in other branches of construction and engineering.
7. No. of qualified personnel acting as consultants to the organization – their names, qualification, and experience.
8. Years of experience in the field (of the organization)
9. No. of similar types of projects completed (name of the client along with telephone numbers, e-mail ID of the concerned person, project duration, project cost):
 - a. Only architectural consultancy
 - b. Architectural consultancy and supervision
 - c. Architectural, structural, interior, electrical, sanitary, landscaping & other services consultancy.
 - d. Same as (c) above and project management consultancy
10. Names of major Institutional buildings completed (if only part of project complex executed, give names of other consultants, executing firms involved.)
 - a. Only architectural consultancy
 - b. Architectural consultancy and supervision
 - c. Architectural, structural, interior, electrical, sanitary, landscaping & other services consultancy.
 - d. Same as (C) above and Project Management Consultancy
11. Annual turnover for the last three financial years including branches if any.
12. Competitions won, if any for Designs.
13. Details of similar type of Projects in hand – give date of initiation and expected date of completion, with an idea of the physical size of the project
14. Value of single largest order (on renovation / furnishing work) – give details of the project
15. Total staff strength of the organization
16. In house Infrastructure available including branches.
17. Name of activities/areas outsourced.
18. Liaisoning with the Govt. Bodies /Local Statutory Authorities for obtaining necessary approval certificate/NOCs related to the projects.
19. Incomplete projects – please give the lists with reasons.
20. Any ongoing disputes (court cases) with clients?

B. SELECTION CRITERIA AND STEPS TO BE FOLLOWED:

1. Architects /Architectural firms should have their Head Office or branch office at Rajkot.
2. Selection will be done considering competency, reputation and interest & ability to undertake the project of ICSI with reasonable price for Professional services. The selection of Architect to be done on Weightage basis i.e. 50% weightage on technical evaluation and 50% weightage on commercial. The format of technical evaluation is placed as **Annexure –I**

The Final evaluation to done based on the following formula:

$$Bm= 0.5 (Tm) + 0.5 (Fn)$$

$$Fn= (F \text{ min} / F \text{ off}) \times 100$$

Where,

[Bm] is total marks of the Applicant in consideration

[Tm] is Technical Marks of the Applicant in consideration

[Fn] is Normalized financial score of the Applicant in consideration

[F off] is the offered price of Applicant under consideration

[F min] is Minimum offered price of any Applicant.

3. Discussion /Power point presentation by the short-listed Architects, if desired by ICSI.

C. FINANCIAL BID:

Financial bid in a separate sealed envelope is to be submitted for the Professional fees with percentage basis (% of project cost) only.

Rate quoted shall be inclusive of all charges and taxes but excluding Service tax /GST which will be paid extra at prevailing rate. No additional payment for site visit will be made. TDS will be deducted at prevailing rate. Payment towards architectural services will be made on stage-wise basis, according to the progress of work.

EVALUATION CRITERIA

SI No.	Criteria*	Maximum Marks
1	Organizational and Professional Strength	40
(i)	Experience of the firm as Architect Up to 5 years – 2 More than 5 years - 5	5
(ii)	Professional Strength of the Architect who are Principal Owner/Partner of the Applicant firm (Marks to be awarded based on the personal CV and experience)	10
(iii)	Professional strength - Architecture In-house Architects employed with the applicant firm: Architects (with B.Arch. degree or equivalent) Marks ‘per employee’ with minimum 3 year’ s experience - 1 mark	10
(iv)	Professional Strength – Interior, Civil , sanitary, HVAC , Electrical, Fire Fighting / fire alarm and Structural Engineering.	5
(v)	Type of the set up a) Proprietorship – 2 b) Partnership/ Pvt Ltd - 5	5
(vi)	Use of advance software for preparation of architectural Plans including design and Interior	5
2	Experience of work	40
(i)	Execution of similar work i.e. Renovation/ furnishing of institutional/ office building (3000 sqft built up area or bigger size)in last 10 years a) 1 to 2 Nos. – 10 b) 3 to 5 Nos. - 15 c) More than 5 Nos. - 20	20
(ii)	Similar work i.e. Renovation/ furnishing of institutional/ office building (3000 sqft built up area or bigger size)in hand a) 1 to 2 Nos. – 10 b) 3 to 5 Nos. - 15 c) More than 5 Nos – 20	20
3	Understanding the scope of work/Concept Drawings/ approach for execution/presentation/ Interest shown for taking up the work through power point	20
	Total	100

*Note: - Copies of supporting documents on the above evaluation criteria to be submitted along with the applications for evaluation.