NOTICE FOR SELECTION OF ARCHITECT FOR CONSTRUCTION OF PREMISES FOR INSTITUTE’S CENTRE OF EXCELLENCE (CoE) AT PLOT NO. IIA/35, ACTION AREA- IIA, NEW TOWN, KOLKATA – 700157

The Institute of Company Secretaries of India (ICSI), a statutory body set up under an Act of Parliament i.e. the Company Secretaries Act, 1980 (Act No. 56 of 1980) has purchased a land measuring 1.5 acres (6070.07 sq. mtr) at Plot no. IIA/35, Action Area- IIA, New Town, Kolkata – 700157 from West Bengal Housing Infrastructure Development Corporation Ltd (WBHIDCO) for setting up of its Centre of Excellence. The proposed premises will be with state of art facilities and consists of (i) Institutional block and (ii) Residential /Hostel block. The project will be implemented with phased manner. The following activities are to be accommodated in 1st phase.

A) Institutional Block

a) Reception area.
b) Office -- Dean’s office and staff of 6 Nos.
c) Meeting room – 1 no. - 20 Capacity
d) Class rooms – 3 Nos. – Each 50 Capacity
e) Multipurpose Hall – 300 Capacity with flexibility of making 2 nos. on need basis.
f) Library cum reading room.
g) Kitchen with dining area.

B) Residential

a) Hostel – 50 Capacity with twin sharing basis
b) Common room for Hostel
c) Dean’s Residence
d) Care taker residence

The scope of work of the architect shall be as per the details given below:

(A) SCOPE OF WORK

1. Site evaluation and analysis;
2. Architectural work and site development;
3. Structural engineering work;
4. Sanitary, plumbing, drainage, water supply and sewerage work;
5. Electrical work and back -up power;
6. Fire Fighting Services;
7. Heating, ventilation and air conditioning work (HVAC);
8. Acoustical work
9. External Lighting System;
10. Landscape work;
12. Interior designing; and
13. Graphics & Signage
14. Integration of all Engineering systems

(B) PROFESSIONAL SERVICES TO BE RENDERED:

(a) Preliminary Stage:

1. To undertake full responsibility for planning, designing and periodical visits to the site of building/premises for site development activities including landscaping and undertake testing site boring, soil test and such other tests required to provide essential data on subsoil conditions. The expenditure towards soil testing will be borne by the owner.
2. Prepare concept scheme, report and estimate of cost in sufficient details to proceed with the working drawing stage of the project.
3. Integration of all engineering systems/works such as architectural, structural, electrical, sanitary, water supply, public health, interior decoration, air conditioning and elevator works and preparation of sufficient architectural working drawings and schedules and specifications for commencement of the construction.
5. Advise and assist the owner in adopting a procedure for preparation of tender documents and inviting tenders for selection of building contractors and supplies and making recommendation in this regard.
6. Obtain the necessary approvals of building plans and other necessary requirements for the project from local statutory authorities including Fire Department, Airport Authority, Archaeological Survey of India, Central Ground Water board etc.

(b) CONSTRUCTIONAL STAGE:

1. Analyse and report on the Tenders received from contractor(s) and suppliers and provide necessary technical inputs for selection of contractor(s) and suppliers. The approval of contractors and suppliers in consultation with the Architect by the owner will be final.
2. Supply to the Owner, two copies of complete Good for Construction (GFC) architectural working drawings, structural drawings and service drawings, schedules, specifications, bill of quantities and other contract document, to the Owner and sufficient copies of these to the contractor(s) to enable the contractor(s) to properly fulfil his obligations under the terms and conditions of the project.
3. Prepare and supply/provide to the owner and contractor(s) such further drawings specifications of details which may be required for the proper and effective execution of the work.
4. Working according to the Owner’s instructions for the requirements of the project as a whole with the prior concurrence of the Owner. Architect may also authorise material changes in design if they are necessary for constructional reasons, only after the consent of Owner.
5. Preparation of detailed schedule of completion of work in consultation with the contractor(s) and submission of weekly/monthly progress report to Infrastructure Committee with intimation with details regarding activities behind schedule and steps to be taken on items which are under the scope of the Institute

(c) SUPERVISION STAGE

1. Carry out periodic supervision and inspection of work to ensure that the works are being executed in accordance with the drawings and specifications, and submit fortnight progress report to the owner.
2. To ensure that the quality of material, services etc, will be of good quality and in conformity with the laid down specifications.

3. Render advice and act in accordance with the direction of the owner for construction and ensure to provide contract superintendence so that the work is carried out strictly in accordance with the terms and conditions of the building contract, the working drawing and specifications.

4. 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.

5. Check the contractor(s) running bills for payment based on the joint measurement of different items and certify payments.

6. During the course of construction of work at site respective experts/consultants will be provided at site to check measurements, verify work executed in relation to quantities in estimates and verify and clarify the bills and monitoring the performance of the contractor and forward the indent received for procurement of material to be supplied by owner, to the Contractor if any.

7. Certify the final bill of the contractor(s) for making payments.

8. Certify the final completion of works.

9. To procure and get the necessary completion certificate from Local Statutory Bodies, as required under law.

10. Certification for release of retention money/ security deposit to the contractor(s) after expiry of defect liability period.

11. After completion of work, you shall have to provide one set of built up drawing for use and record of the Institute. The Owner 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 ICSI- COE, KOLKATA" at the following address before the scheduled date and time i.e. **18th October, 2018, 2:30 PM**.

**The Officiating Secretary,**

**The Institute of Company Secretaries of India,**

"ICSI House",

3 - A, Ahiripukur, 1st Lane,

Kolkata – 700019.

The applications may be either dropped in a sealed tender box kept at reception area of the above mentioned office or sent through Speed Post/Registered Post 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 **19th October 2018 at 3:00 pm** at "ICSI House", 3 – A, Ahiripukur, 1st Lane, Kolkata – 700019. The representative of applicant, if wish, may remain present while opening of the same. The financial bids of the shortlisted bidders 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. Further ICSI reserves the right to select either one or two Architects for the above mentioned job.

**Director (Infrastructure)**

**The Institute of Company Secretaries of India.**
INFORMATION /INPUTS REQUIRED TO BE PROVIDED ALONG WITH THE APPLICATION FOR SELECTION OF ARCHITECT:

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 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 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 – 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. Liaison 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?

21. SELECTION CRITERIA AND STEPS TO BE FOLLOWED:

1. Architects /architectural firms should have their Head Office or branch office or tie-up/collaboration with local Architect at Kolkata for pursuing the matter related to the project for obtaining necessary approval /NOCs /Certificates from local statutory authorities or Govt. offices.

2. Architects /Architectural firms should have average minimum Annual turnover of Rs.75 Lakh in the last three financial years (i.e. 2015-16, 2016-17 & 2017-18).

3. Selection will be done considering competency, reputation and interest & ability to undertake the project of ICSI with reasonable price for Professional service. 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 evaluation is placed as **Annexure –I.**

The Final evaluation to done based on the following formula:

\[ B_m = 0.5 \times (T_m) + 0.5 \times (F_n) \]

\[ F_n = \left( \frac{F_{\text{min}}}{F_{\text{off}}} \right) \times 100 \]

Where,

- \( B_m \) is total marks of the BIDDER in consideration
- \( T_m \) is Technical Marks of the BIDDER in consideration
- \( F_n \) is Normalized financial score of the BIDDER in consideration
- \( F_{\text{off}} \) is the offered price of BIDDER under consideration
- \( F_{\text{min}} \) is Minimum offered price of any BIDDER.

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.

Rate quoted shall be inclusive of all charges and taxes but excluding Service tax /GST which will be paid extra at prevailing rate. TDS will be deducted at prevailing rate.

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## EVALUATION CRITERIA

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<tr>
<th>Sl No.</th>
<th>Criteria</th>
<th>Maximum Marks</th>
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<tbody>
<tr>
<td><strong>1</strong></td>
<td>Organizational and Professional Strength</td>
<td>40</td>
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<tr>
<td>(i)</td>
<td>Experience of the firm as architect</td>
<td>5</td>
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<td>Up to 5 years – 2</td>
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<td>More than 5 years - 5</td>
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<td>(ii)</td>
<td>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)</td>
<td>10</td>
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<td>(iii)</td>
<td>Professional strength - Architecture In-house</td>
<td>10</td>
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<td>Architects employed with the applicant firm: Architects (with B.Arch. degree or equivalent) Marks ‘per employee’ with minimum 3 years experience - 1 mark</td>
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<td>(iv)</td>
<td>Professional Strength – Civil, sanitary, HVAC, ELECTRICAL and Structural Engineering, landscaping, interior</td>
<td>5</td>
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<td>(v)</td>
<td>Type of the set up</td>
<td>5</td>
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<tr>
<td></td>
<td>a) Proprietorship – 2</td>
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<td></td>
<td>b) Partnership/ Pvt Ltd - 5</td>
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<tr>
<td>(vi)</td>
<td>Use of advance software for preparation of architectural plans including design and landscaping</td>
<td>5</td>
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<tr>
<td><strong>2</strong></td>
<td>Experience of work</td>
<td>40</td>
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<td>(i)</td>
<td>Execution of similar work i.e. Construction/ furnishing of institutional/ office building (25000 – 50000 sqft) in last 10 years</td>
<td>20</td>
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<td></td>
<td>a) Up to 2 nos. - 10</td>
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<td>b) 2 to 5 Nos. - 15</td>
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<td>c) More than 5 nos. - 20</td>
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<td>(ii)</td>
<td>Similar work i.e. Construction/ furnishing of institutional/ office building (25000 – 50000 sqft) in hand</td>
<td>20</td>
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<td>a) Up to 2 nos - 10</td>
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<td>c) More than 5 nos – 20</td>
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<td><strong>3</strong></td>
<td>Understanding the scope of work/ approach for execution/presentation through power point</td>
<td>20</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td>100</td>
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