

NAINITAL DISTRICT DEVELOPMENT AUTHORITY

Letter No. 2279

/ 2024-25

Date:- 23/12/2024

Request for Proposal

Request for proposal is hereby invited from qualified Architects/consultants for Empanelment of Practicing firms specialized in Following Fields:-

S.No	Particulars	Criteria	Application fee	Security Amount
1	Architecture & Engineers For Building works	Estimated Cost upto 5 Cr	5900/-	20000/-
2	Architecture & Engineers For Building works	For All Building Works of Any value	11800/-	50000/-
3	Project Management Cell for Building works	For All Building Works of Any value	11800/-	50000/-
4	Architecture & Engineers For Landscape works	For All Landscape Works	11800/-	50000/-
5	Project Management Cell for Landscape works	For All Landscape Works	11800/-	50000/-

For further details, please refer to the detailed documents provided on the website <https://www.ddantl.org.in> or contact at the address given below. Application must be submitted in Offline mode. The Application should be submitted not later than 3:00 PM on 19.12.2024 which will be opened the same day at 4:00 PM.

Application fees & Security Amount required in the shape of RTGS/NEFT/DD in favour of Secretary, District Development Authority, Nainital e-tendering. In case of holiday/holidays the e-tender will be opened the same day at 4:00 PM. Vice Chairperson, DLDA Nainital reserves the right to reject any or all the offers without assigning any reason. Any other enquiry can be made from Junior Engineer on Mobile No. 9456191989 during office hours.

Address: - DISTRICT LEVEL DEVELOPMENT AUTHORITY, NAINITAL
Commissioner's Conference Hall, Tallital, Nainital (Uttarakhand)
Phone: (05942) 232800,
Website: www.ddantl.org.in, Email- secretaryldanainital@rediffmail.com

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Secretary
District Level Development Authority,
Nainital

NAINITAL DISTRICT DEVELOPMENT AUTHORITY

Empanelment of Practicing firms in the field Of Architecture, Engineering, Landscape & Project Management

E-Tender/Job Notice No 2279

/2024-25

Dated. 23/12/2024

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4	Architecture & Engineers For Landscape works	For All Landscape Works	11800/-	50000/-
5	Project Management Cell for Landscape works	For All Landscape Works	11800/-	50000/-

OFFICER INVITING BID

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PROPOSAL FOR DESIGN & CONSULTANCY FIRMS

FOR

**Empanelment of Practicing firms in the field
Of
Architecture, Engineering, Landscape, Project Management**

Date of Submission of Proposal: .19.01.2025. by 3:00PM only

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Empanelment For Consultancy Services
DLDA Nainital, Uttarakhand from eligible and Reputed Architectural Consultancy Firms for the following work:-

S.No.	Particulars	Details		
		S.No	Particulars	Criteria
1	Name of Work	1	Architecture & Engineers For Building works	Estimated Cost upto 5 Cr
		2	Architecture & Engineers For Building works	For All Building Works of Any value
		3	Project Management Cell for Building works	For All Building Works of Any value
		4	Architecture & Engineers For Landscape works	For All Landscape Works
		5	Project Management Cell for Landscape works	For All Landscape Works
2	Date of Publishing			
3	Last Date and Time of Submission			
4	Date of Opening			
5	Date of Presentation	Presentation to be made by Qualified Applicants As per norms Required in Offer Documents. Date and Venue to be intimated later.		
6	Application Fee & Security Amount	Application Fee & Security Amount Will be Submitted in the Form of RTGS/NEFT/DD in favor of Secretary, District Development Authority, Nainital payable at Nainital. A/c No.06090100016471 IFSC Code: BARB0NAINIT (Fifth Digit is Zero) Bank of Baroda (This is Mandatory that UTR No Is Provided		
7	I.T.C.C. or audited balance sheet of last Three Assessment years.	FY 2021-22,2022-23 and 2023-24 (This is Mandatory that the Balance Sheets and Certificate issued By CA Regarding Turn Over is to be provided		
8	Experience Certificate of Similar Works	Work Completion Certificate issued By Govt/Semi Govt Deptt. Mentioned As Below		
9	Affidavit of Undertaking	Duly attested by Notary uploaded with E-tender. On Stamp paper of Rs. 100/- Provided With Application		
10	Affidavit of Declaration Regarding blacklisting/ debarred from any Govt /Semi Govt Deptt.	Declaration Regarding blacklisted/ debarred/ termination of contract except for reasons of convenience of client by any Government/Pubic Company/PSUs/funding agencies, etc should be submitted on duly notarized Stamp Paper of RS. 100/-. Provided With Application		
11	Attested copy of Partnership Deed or Sole Proprietorship declaration or Company's Registration	As applicable details to be mentioned accordingly.		
12	Authority letter of Person authorized to sign the bid documents.	As applicable		
13	Liquid assets	Mentioned As Below		

a- All Applicant are hereby informed to check all clauses mentioned in Offer document, fulfill the required documents for the evaluation of all offers

b- Any material deviation on clause 4 (Eligibility Criteria) shall be Considered as non responsive and

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shall be Rejected.

c- DLDA Nainital Reserves the right to Accept or reject any or all bids without assigning any reason.
No Applicant shall have any cause of action or claim against DLDA for rejection of their Application.

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DISTRICT LEVEL DEVELOPMENT AUTHORITY, NAINITAL

Commissioner's Conference Hall, Tallital, Nainital (Uttarakhand)

Phone: (05942) 232800,

Website: www.ddantl.org.in, Email- secretaryldanainital@rediffmail.com

1. Background

District Level Development Authority – Nainital is the District Level Agency responsible for:

- a. **Assessing development requirement of new development area (the whole district of Nainital area)** and managing of respective Development Authority and apprising the State Government of any development concerns.
- b. **Active participation in preparation of master plans/ regional plans of the development area** through the town and country planning department or any private agencies/outsourcing partners and its implementation.
- c. Review of the proposals received from respective Zonal offices on revision in Master plans.
- d. Review of the activities/ responsibilities of subordinate offices and giving directions for enhancing operational efficiency.
- e. **Preparation of plans of mega infrastructure development projects in the identified new development area.** Also aligning central/state govt. schemes for the implementation of such plans along with motivating private capital for the same.
- f. Land pooling & land bank creation for provision of Housing & development schemes.
- g. Promoting PPP mode development of mega infrastructure & development projects.

2. Objective

On behalf of Vice Chairperson, District Level Development Authority (DLDA), Nainital, Secretary, DLDA invites proposal for Design and Consultancy work practicing firms in the field of Architecture, Engineering, Landscaping & Project Management, Urban Re-Development & Planning to provide assistance & consultation to DLDA with its upcoming projects.”

The practicing firms/ associates should have adequate experiences, exposure & capabilities as mentioned below .All the documents required for are to be duly signed & annexed with document .

3. Scope of work

S.No	Particulars	Criteria
1	Architecture & Engineers For Building works Estimated Cost upto 5 Cr	As mentioned Below Phase I to Phase IV
2	Architecture & Engineers For Building works For All Building Works of Any value	As mentioned Below Phase I to Phase IV
3	Project Management Cell for Building works For All Above Works	As mentioned Below Phase V
4	Architecture & Engineers For Landscape works For All Required Works	As mentioned Below Phase I to Phase IV
5	Project Management Cell for Landscape works For All Required Works	As mentioned Below Phase V

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Phase I (Submission Period 30 days from the date of issue of work order)

- I. Detail Survey with contour.
- II. Preparation of preliminary drawings and proposal as required by authority.
- III. Design , proposed plans ,elevations and tentative cost of project including, Prospective & Aerial views with PPT and Financial cash Flow/Cost Benefit Analysis of the project.

Phase II (Submission Period 30 days from the approval of phase I by authority.)

- IV. Preparation of working drawings for architectural and allied works.
- V. Preparation of Structural and all other services, drawings which are required for completion of the Project. The Structural Design will be verified/Vetted by IIT organization.
- VI. Required Soil Testing for Structural Design would be conducted.
- VII. Preparation of Required drawings.

Phase III (Submission Period 30 days from the approval of phase II by authority.)

- VIII. Preparation of Details Project Reports (DPR), as per PWD/CPWD Guide lines with estimates & Tender Documents comprising technical specification, general terms & conditions, special condition (if any) etc.as per required by authority.
- IX. Review the drawing etc. and revise them if required necessary during the construction.

Phase IV (Supervision Period 36 months from the date of start of work by authority.)

- X. Monthly Site visit or when required by the Engineer-in-charge/authority in the interest of work
- XI. To provide all completion drawing, design etc.
- XII. To obtain ENVIRONMENT CLEARANCE from concerning Department. as required for the project

Phase V

- XIII. A Project Management Cell will be Established at Site From the date of Start upto Completion of project. The PMC will be totally responsible for the quality control of works. Including management and testing of all required materials used at site as per direction of engineer in Charge. And PMC have to submit a certificate of satisfactory work done and Material Used at site as per the specification.

4. Eligibility criteria

The minimum eligibility criteria for the Applicant are as follows:-

- a- Applicant shall be a registered architect/PMC having a Proprietor ship firm/Private Company/firm incorporated in India under the (Indian) Companies Act 1956/2013 or a company incorporated under the Limited Liability Partnership Act, 2008 or under equivalent law in any other country. The Applicant shall be required to submit a true copy of its Incorporation Certificate, along with Proposal.
- b- Applicant must have a Valid Goods & Service Tax (GST) Registration and Pan card (copy must be enclosed).
- c- The Applicant should not have been blacklisted/debarred/termination of contract except for reasons of convenience of client by any Government/Public Company/PSUs/funding agencies, etc. Declaration should be submitted on duly notarized Stamp Paper of Rs. 100/-.
- d- Applicant should have satisfactorily completed or ongoing works as Follow.

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S. No	Particulars	Criteria	Similar works completed in Previous years in govt. semi govt. deptt (estimated costing Rs)	Avg Required Turnover of last 3 FY years
1	Architecture & Engineers For Building works Estimated Cost upto 5 Cr	G+ 2 storied building	One work costing not less than 5.00 crores. or Two work each costing not less than 2.50 crores or Three work each costing not less than 2.00 crores	20,00000.00 (Rupees Twenty lacs only)
2	Architecture & Engineers For Building works Estimated Cost above 5 Cr	G+ 3 storied building	One work costing not less than 15.00 crores. or Two work each costing not less than 10.00 crores or Three work each costing not less than 5.00 crores	20,00000.00 (Rupees Twenty lacs only)
3	Project Management Cell for Building works For All Above Works	G+ 3 storied building	One work costing not less than 15.00 crores. or Two work each costing not less than 10.00 crores or Three works each costing not less than 5.00 crores	20,00000.00 (Rupees Twenty lacs only)
4	Architecture & Engineers For Landscape works For All Required Works	Landscape work	One work costing not less than 2.00 crores. or Two work each costing not less than 1.00 crores or Three works each costing not less than 0.75 crores	20,00000.00 (Rupees Twenty lacs only)
5	Project Management Cell for Landscape works For All Required Works	Landscape work	One work costing not less than 2.00 crores. or Two work each costing not less than 1.00 crores or Three works each costing not less than 0.75 crores	20,00000.00 (Rupees Twenty lacs only)

Similar works means:

"Preparation of detailed drawing, design, estimation, structural & Design and drawing external development work including landscaping , basement parking and Commercial Building scheme/ Group Housing/ Commercial building etc.

- e- Registration with council of architecture shall be submitted and for land scaping Expert have to submit specialization Certificate of Land Scaping issued by Govt/private institute.
 - f- The audited balance sheet and turnover for last three financial years duly certified by CA/Auditor is mandatory to submit with bid documents.
 - g- The Application fee and Security money details of RTGS as mentioned below is to be attached.
 - h- An duly notarized affidavit on Rs. 100/- stamp paper of UNDERTAKING shall be submitted as shown in ANNEXTURE.
 - i- Valid Net-worth minimum 20.00 lacs (certificate certified by CA as per last audited balance sheet FY 2023-24 should be uploaded with E-tender.) for all Categories
 - j- Proof of liquid assets minimum 20.00lacs (duly certified by CA as per pre-qualification requirement should be uploaded with E-tender. Original or attested copy will be entertained) for all Categories.
5. **Application Fee:** Scanned copy of RTGS/NEFT/DD receipt with transaction Id certified by the same bank must be enclosed along with Application
 6. **Security money:** Scanned copy of RTGS/NEFT/DD receipt with transaction Id certified by the same bank must be enclosed along with Application

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Architecture Team Members

1- Architecture & Engineers For Building works Estimated Cost upto 5 Cr

S. NO	Team Member	Qualification	Nos	Experience (Similar projects)
1	Architect	B.Arch degree	02	Minimum five years experience
2	Engineer	B.Tech / BE (Civil engineering degree)	02	Minimum five years experience
3	Structural Engineer	Post-Graduate in civil structure	01	Minimum five years experience in structural designing.
4	Site Engineer	B.Tech/BE/Diploma in Civil engineering	03	Minimum five years experience.
5	Surveyor	ITI	01	Minimum three years experience.

2- Architecture & Engineers For Building works For All Building Works of Any value

S. NO	Team Member	Qualification	Nos	Experience (Similar projects)
1	Architect	M.Arch degree	01	Minimum five years experience
2	Architect	B.Arch degree	02	Minimum five years experience
3	Engineer	B.Tech/BE (Civil engineering degree)	02	Minimum five years experience
4	Engineer	B.Tech/BE (Electrical engineering degree)	01	Minimum five years experience
5	Engineer	B.Tech/BE (mechanical engineering degree)	01	Minimum five years experience
6	Structural Engineer	Post-Graduate in civil structure	01	Minimum five years experience in structural designing
8	Surveyor	ITI	01	Minimum three years experience

3- Project Management Cell for Building works For All Building Works of Any value

S. NO	Team Member	Qualification	Nos	Experience (Similar projects)
1	Engineer	B.Tech/BE (Civil engineering degree)	02	Minimum five years experience
2	Engineer	B.Tech/BE (Electrical engineering degree)	01	Minimum five years experience
3	Engineer	B.Tech / BE(Mechanical engineering degree)	01	Minimum five years experience
4	Structural Engineers	Post-Graduate in civil structure	01	Minimum five years experience in structural designing
5	Surveyor	ITI	01	Minimum five years experience
6	Site Engineer	B.Tech/ BE/Diploma in Civil engineering)	05	Minimum five years experience
7	Lab Technician Civil	Diploma/ITI in Civil engineering)	01	Minimum five years experience
8	Management Expert	B.Tech(Civil)/engineering degree +MBA	01	Minimum five years experience similar projects

4- Architecture & Engineers For Landscape works For All Landscape Works

S. NO	Team Member	Qualification	Nos	Experience (Similar projects)
1	Landscape Architect	M.Arch degree in Landscape	01	Minimum five years experience
2	Architect	B.Arch degree	01	Minimum five years experience
4	Supervisor	Bsc in horticulture	01	Minimum five years experience

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5	Civil Engineer	B.Tech/ BE/Diploma in Civil engineering)	03	Minimum five years experience
6.	Surveyor	ITI	01	Minimum three years experience

5- Project Management Cell for Landscape works For All Landscape Works

S. NO	Team Member	Qualification	Nos	Experience (Similar projects)
1	Landscape Architect	M.Arch degree in Landscape	01	Minimum five years experience
2	Architect	B.Arch degree	01	Minimum five years experience
4	Horticulture Expert	Bsc in horticulture	01	Minimum five years experience
5	Civil Engineer	B.Tech/BE/Diploma in Civil engineering	03	Minimum five years experience
6	Surveyor	ITI	02	Minimum three years experience
7	Supervisor	Bsc Agriculture/Diploma in horticulture	01	Minimum three years experience

The Consortium Members must have the minimum requirements as stated above both in terms of project experience and qualification experience of team members for technical qualification.

7- EVALUATION CRITERIA:

- 7.1 Application without cost of document/Application fee will be disqualified.
- 7.2 Application without Security money will be disqualified.
- 7.3 The Application shall be scrutinized by a Tender Committee constituted by DLDA, consisting of the Tender Committee will be chaired by the Vice-Chairperson of Development Authority. The scrutiny shall be done on the basis of predefined eligible criteria as above clause 4 with Experience
- 7.4 All concerning papers/certificates required as above mentioned in eligibility criteria including Application fee & Security money details should be attached necessarily with Application. The Applications will be opened on scheduled date and time.

7.5 Evaluation (Stage I)

- (i). The constituted committee will scrutinize & verify all the documents and credentials Submitted by Applicant as above and may ask for any more relevant details or documents if required, which would be communicated to the applicant and should be submitted as per date & time mentioned in the said communication.

The offers received from the Applicant would be short-listed on the minimum eligibility criteria indicated as above.

- (ii). Applicants who do not submit information in prescribed formats are liable to be rejected.
- (iii). After evaluation of Documents Submitted by the Applicants Scrutinized by the tender committee ,only the qualified Applicants in Evaluation (Stage I) as per laid down parameters will be invited for making presentation of Completed works by them before DLDA Officials along with tender committee,

7.6 Evaluation (Stage II) PRESENTATION

- (i) All those bidders, who qualify in Evaluation (Stage I) will make a presentation of their Past Completed works. The presentation shall cover sufficient Detail, the appreciation of the project, conceptual scheme, methodology of planning and conceptual Structural Design along with the organizational structure for coordination ,monitoring and reporting of the project activities including responding to queries /question raised by DLDA and work program etc. The objective of presentation is to evaluate the Applicant regarding their understanding and preparedness for the assignment as well as evaluation of their completed projects and get clarification, if any, as required by DLDA. DLDA reserves the right to reject any proposal if the presentation is assed not remarkable by tender committee after approval of vice chairperson of DLDA.

- (ii)The tender committee will Evaluate and finalize the best Applicants with reference to presentation

7.7 The offer should be unconditional. Conditional offers will not be considered for evaluation of proposal and will be rejected.

8. Term/conditions for work:

- 8.1 The travel related expenses and all other expenses would have to be borne by the Applicant.
- 8.2 If it comes to the notice of DLDA at any point of time, that the applicant has been blacklisted by any

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Govt./semi govt, Organization and submission of false certificates attached with bid, then all the Payments due to him /performance security shall be forfeited and firm will be blacklisted.

8.3 The Vice Chairman, DLDA reserves the right to reject any or all bids without assigning any reason thereof as well as the right to add/delete/modify any one or more of the terms and conditions of bid at any stage/time before opening the prequalification bid.

8.4 If any of the dates mentioned above coincides with the public holiday, the next working day shall be treated as the due date for the event

9. **Refund of Security money:** The Security money of unsuccessful Applicants will be refunded after Evaluation.

10. **Arbitration:-** In the event a dispute, difference or claim arises in connection with the interpretation or implementation of this Agreement, the Aggrieved Party shall issue a written notice setting out the dispute/difference or claim to the other Party. Other Party shall first attempt to resolve such dispute through friendly consultation. If the dispute is not resolved within 30 days from date of receipt of written notice then any party may issue a notice of reference invoking resolution of disputes through arbitration in accordance with the provisions of the Arbitration and Conciliation Act, 1996. The arbitral proceedings shall be conducted by a sole arbitrator that may be appointed with the consent of both Parties to such dispute. If there is no agreement among the Parties on the identity or appointment of such sole arbitrator within 30 days of issue notice of reference, then the arbitral proceedings will be conducted by a panel of three arbitrators, one arbitrator to be appointed by the DLDA and the other appointed by the Consultant and the third arbitrator to be mutually appointed by the two arbitrators so appointed in accordance with the provisions of the Arbitration and Conciliation Act 1996. Arbitration proceedings shall be conducted in and the award shall be made in English language. Arbitration proceedings shall be conducted at Nainital (U.K.)

The arbitration award shall be final and binding on the Parties, and the Parties agree to be bound thereby and to act accordingly.

11. **LIST OF DOCUMENTS TO BE SUBMITTED**

1. Application And Security fee as Applicable .
 2. Attested copy of the partnership deed if it is partnership firm .And registration certificate in case of company/Joint Venture firm and sole proprietorship declaration in case of proprietorship firm.
 3. Copy of GST and PAN.
 4. Affidavit regarding the Bidder should not have been blacklisted/debarred/termination of contract except for reasons of convenience of client by any Government/Public Company/PSUs/funding agencies, etc. on duly notarized Stamp Paper of RS. 100/-.
 5. Self attested copy of certificates of similar works satisfactorily completed in Govt. /Semi-Govt. deptt as above
 6. Self attested copy of registration of council of architects.
 7. Turn over certificate of last 3 financial years issued bt CA along with balance sheets As above
 8. Affidavit regarding submission of UNDERTAKING on duly notarized Stamp Paper of RS. 100/-.
 9. Valid Net-worth certificate Of amounting Rs. 20.00 lacs certified by CA.
 10. Certificate of liquid assets duly issued by nationalized / schedule bank
 11. Authority letter of the firm/Applicant in favor of the person who has signed the offer document with telephone no. and complete postal address.
 12. Architects, Landscaper and PMC are required to submit duly attested certificates and work experience of team members.
 13. Index and page no must be mentioned
 14. Quallification certificate ,year of passing of all team members must be attach
12. **Jurisdiction of court: - Civil Court Nainital**

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UNDERTAKING BY CONSULTANT

The Consultant shall submit an Affidavit on Rs.100/- stamp paper duly notarized in the shape of Undertaking as under as a part of the proposal, on its official letter head dully singed with proper seal. It is to be attached with technical bid as followed.

'UNDERTAKING'

"We certify that there has been no conviction by a Court of Law or indictment/adverse order by a regulatory authority for a grave offence against us or any of our sister concern. It is further certified that there is no investigation pending against us or our sister concern or the CEO, Directors / Managers / Employees of our concern or of our sister concern. It is certified that no conflict of interest exists as on date and in future if such a conflict of interest arises, we will intimate The Authority of the same".

Date :.....

Place :.....

Signature & Seal of Consultant

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(Forms to be filled by prospective Firm)

GENERAL INFORMATION

Annexure – I

Particulars	Description
1. Name	
2. Address	
3. Contact Person	
4. Telephone Landline and Mobile	
5. Place and year of Incorporation	
6. Incorporation/Registration Details (copy enclosed)	
7. PAN (enclose copy)	
8. GSTN (enclose copy)	
9. Organization chart of Key Personnel (enclose copy)	
10. Organization Profile(enclose copy)	

Annexure – II

Details of qualified and Experience Professionals on the roll

S. No.	Name , Address & Mobile No	Designation	Qualification	Experience	Years With Firm

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Annexure – III
Details of Specialist Associates Consultants working on regular basis with firm

S. No.	Name , Address & Mobile No	Specialization	No of works Undertaken

Annexure – IV
Details of similar Projects completed in last three years

S. No.	Project	Scope of Service	Project Cost (Rs.)	Date of Start /Completion	Remarks

Note:- Please attach copy of orders and Client's Certificate.

Annexure – V Turnover for last three years

S. No.	Financial Year	Turn Over (Rs.)	Remarks
1	2021-22		
2	2022-23		
3	2023-24		

Note:- Provide balance sheet CA Certificates

Note:- Each Submitted document should be duly stamped and signed by authorized signatory.

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