



EOI Ref No: NER/MKTG/EOI/Architech/ 1248

Date: 9.12.2022

**North Eastern Regional Agricultural Marketing Corporation Ltd. (NERAMAC)
(A GOVERNMENT OF INDIA ENTERPRISE)**

EXPRESSION OF INTEREST

FOR

Empanelment of Architectural consultants and Interior Designers

Category applied for Architectural Consultants & Interior Designers

DISCLAIMER

This EOI document for Empanelment of **Architectural consultants and Interior Designers** contains brief information on the scope of work, eligibility requirements and details of the selection process amongst others for the successful bidder.

Intimation of discrepancies in the EOI Document, if any, may be given, by the Bidders, to the office of NERAMAC within 48 hours from the time of publishing of bid. If NERAMAC receives no written communication, it shall be deemed that the Bidders are satisfied with the information provided in the EOI document.

This EOI document is not an agreement. The scope of work and other information as well as the right and obligations of the successful Bidder shall be set out in a separate agreement to be executed between NERAMAC and the successful Bidder.

NERAMAC reserves the right to accept or reject any or all Bids without giving any reasons thereof.

NERAMAC shall not entertain or be liable for any claim for costs and expenses in relation to the preparation of the documents to be submitted in terms of this EOI Document.

NERAMAC shall not be responsible for any late receipt of applications for any reasons whatsoever. The applications received late will not be considered.

NERAMAC may include any other item in the Scope of work at any time after consultation with applicants or otherwise.

The NERAMAC reserves the right to relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the NERAMAC without assigning any reasons thereof.

EXPRESSION OF INTEREST

North Eastern Regional Agricultural Marketing Corporation (NERAMAC) invites sealed Expression of Interest for empanelment **Architectural consultants and Interior. Category applied for Architectural Consultants & Interior Designers.** Interested Company/ Firm/ NGOs/ Organizations/ Institutions having relevant experience with sound financial condition may download the EOI document/Form from NERAMAC's e-Portal: <https://neramac.euniwizarde.com>

Important Dates

Last date and time for the submission of Bid: 22 December 2022 at 15.00 hrs.

Date of opening of Bids : 22 December 2022 at 16.00 hrs.
Place of opening of Bids : NERAMAC HEAD OFFICE
9, Rajabari Path, Ganeshguri,
Guwahati, Assam 781005

In case the date opening falls on a holiday, the bids shall be opened on next working day at the same time and it will be binding on the Tenderer/ Bidders for acceptance.

The objective of seeking Expression of interest is to empanel Architectural Consultants & Interior Designers.

The scope of work for architectural firms is to prepare master plans/site plans, concept plans and designs, detailed architectural drawings, construction plans and drawings, service drawings, cost estimates, period in site supervision and other related services for various types of buildings/projects under NERAMAC. Depending on the nature of the work, it may also be necessary from time to time to undertake the execution of the project through a sub-contract with another contractor.

The scope of work for interior designers is the preparation of concept plans, detailed drawings, material specifications, construction plans and drawings (if required), service drawings, cost estimates and regular site supervision for various types of upcoming interior design projects under NERAMAC.

Interested architectural consultants and interior designers can apply with their credentials/ information/ certificates in the prescribed format available on the NERAMAC website.

The application for the same is to be sent to the Managing Director, North East Regional Agricultural Marketing Corporation, Guwahati, super-scribing on the top of the envelope "Empanelment of Architectural Consultants & Interior Designers" The duration of the contract will be valid for a period of 3 (three) years from the date of empanelment.

PART-I (A)

Instruction to the Applicants before filling up of Application form:

1. Individual architects or a firm of architects is eligible for empanelment. The consultancy firm / Architect should be registered with the Council of Architecture (COA) India.

2. Eligibility criteria

The agency should have extensive experience in preparation of DPR, Master plan/ site plan, architectural detail drawings, structural design and drawing, services drawing, cost estimate and other related services for different categories of buildings under Govt./ public sector undertaking and any other reputed organizations during last 5 years ending 31 March, 2022. The consultant should be in a position to provide his services in the NER as well as per requirements of the Corporation. Architectural firms with a focus on sustainable, ecological and culturally sensitive designs that have been vetted through international awarding bodies will be prioritized.

3. Empanelment will be made for the following categories depending upon project cost:
 - Category-A (Work value 5.0 crore and above)
 - Category-B (Work value 10.0 crore and above)
 - Category-C (Work value 20.0 crore and above)
 - Category-D (Work value 50.0 crore and above)
4. The applicants shall be signed by the persons on behalf of the organization having necessary authorization/ power of attorney to do so. Each page of application shall be signed (copy of power of Attorney / Memorandum of association shall be furnished along with the application and Original should be produced subsequently for verification and return).
5. Intending applicants are required to submit their full Bio-Data in duplicate giving details about their organization, experience, technical personnel in their organization, proven competence to handle major works in the enclosed Proforma.
6. Both the forms of applications (original and duplicate copy) shall contain copies of all the enclosures separately.
7. If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on separate sheets stating therein the name of the Proforma

and serial number. Separate sheets shall be used for each part of the application. Separate sheets must be duly signed and sealed.

8. The applicant must have at least two qualified graduate Architects (having minimum of 5 years experience of preparation of concept plan, structural design & drawing, services, landscape ancillary works and cost estimation.
9. The applicant shall, with the prior approval of the Corporation and within the agreed fees, engage the services of well qualified specialists or consultants pertaining to the following services:
 - Structural
 - Electrical
 - Sanitary, drainage and water supply
 - Air conditioning
 - Fire fighting
 - Preparation of sub-soil investigation report.

The fees of the specialists/ consultants appointed under this clause shall be paid by the empanelled architectural firms, who shall be responsible for all consultancy services.
10. While filling up the application with regard to the list of important projects completed or on hand, the applicants shall include a separate sheet in the prescribed format.
11. Services to be rendered by the consulting firm:
 - A. To take instruction from the Corporation and prepare sketch designs/ presentation drawings making revisions till sketch designs are finally approved by the Corporation and making preliminary estimates of cost.
 - B. To prepare architectural working drawings, structural drawings including detailed design calculation, services drawings- electrical, plumbing, sanitary, fire fighting and all other drawings for various trades required for completion of the particular project.
 - C. To draw detailed specifications, estimates, rate analysis.
 - D. To prepare and supply all drawings for execution.
 - E. To visit the site periodically when the work is in progress.
 - F. To submit as built Drawing after completion of project
 - G. Any other services in connection with the said works and normally rendered by the Architect and not referred to in above.
 - H. To conduct Sub-Soil investigation works as directed by the Mission and preparation of sub-soil investigation report by the sub-soil investigation Agency only.

12. Empanelment will be made on the basis of scores achieved, as determined by evidence of previous experience, International recognitions, experience of team leaders and financial strength of the firm, as indicated in the table below:

#	Criteria	%
1	Past Experience of the firm	
a	Number of years in architectural practice	5
b	Experience in a variety of large scale projects in the public or private sector that are completed/ in process/ planning phases.	20
2	Competitions, Awards / Accolades Won In The Field Of Architecture By The Consultant.	
a	Past achievements in national/international architecture competitions.	25
b	Sustainable building concepts and awards and achievements recognising innovative designs	25
3	Experience of Team Leader	
a	Qualification	5
b	Relative Experience	5
c	Academic experience (Teaching in reputed Architecture schools)	10
4	Financial Strength of the Consultant	
	Turnover figure for last Five years	5
	Net %	100

The Corporation shall shortlist the consultant who secures the minimum 60% required marks under above criteria.

13. Decision of the Corporation in regard to preparation of panel of the architects shall be final. The department is not bound to assign any reasons thereof

14. The panel of firms once prepared, shall be valid for a period of three years and the Corporation is free to reduce/ extend this time limit at its discretion.

15. Terms of professional engagement including the Scope of comprehensive architectural services and fee structure/ payment terms applicable for empanelled

Architects shall be as stipulated in guidelines issued by the Council of Architecture (COA) constituted by the Government of India under the provisions of the Architects Act, 1972.

16. The firm for any particular work shall be selected from the respective panel at the discretion of the Corporation and such selected firms are required to execute agreements as per existing norms of the department.

17. Applicants furnishing false and/ or incomplete information are liable for rejection.

18. Advocating at any level for empanelment will be treated as demerits of the firm/ agency and will be liable for rejection.

	Proforma I			
	DETAILED PARTICULARS OF ASSIGNMENT COMPLETED/ COMPETITION WINNING ENTRIES			
1	Title of the Assignment:			
2	Details a) Extent of Bldg in sq ft/sq mt. b) Project Cost (in Lakhs)			
3	Geographical Location			
4	Start Date: (Month/Year)			
5	Completion Date: (Month/Year)			
6	Remuneration received by your firm for Professional Services (in Rs. lakh):			
7	Name of senior professionals associated with Assignment:			
8	Brief Description of / Assignment:			
9	Exact Nature of services provided by your firm:			

	Proforma II			
	COMPETITIONS, AWARDS/ ACCOLADES WON IN THE FIELD OF ARCHITECTURE BY THE CONSULTANT.			
1	Title of the Assignment:			
2	Prize money received in INR			
3	Organization Head Office (Place)			
4	Date (Month/Year)			
5	Name of senior professionals associated with Assignment:			
6	Brief Description of / Assignment:			
7	Exact Nature of services provided by your firm:			

	Proforma III			
	FORMAT OF CURRICULUM VITAE (CV) OF PERMANENT KEY PROFESSIONAL STAFF			
1	Name of Staff			
2	Position			
3	Date of Birth			
4	Nationality			
5	Education [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]			
6	Membership of Professional Associations			
7	Training [Indicate significant training since completion of education]			
8	Employment Record [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment period of employment, name of employing organization, positions held.]			
9	Work Undertaken in which the staff has made significant contribution			
10	Academic Experience (Teaching)			

	I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience.			
	Date: [Signature of staff member or authorized representative of the staff]			
	<i>Note: Please provide separate CVs for each key professional</i>			
				Signature with seal

	Proforma IV			
	Summary of Financial Performance			
	Year	Turnover (In Rs. Lakh)		
1	2017-18			
2	2018-19			
3	2019-20			
4	2020-21			
5	2021-22			
<p><i>Financial Information - Details to be furnished duly supported by figures in audited balance sheet, profit and loss account statement and acknowledged IT returns for the last Five years duly certified by the Chartered Accountant.</i></p>				
<p>Average Annual Turnover in above three financial years:</p>				
<p>Signature of Chartered Accountant with seal</p>				
				Signature of Applicant(s)

To,

The Managing Director,
NERAMAC Ltd.,
9, Rajabari Path,
Ganesh Guri, G S Road,
Guwahati, Assam - 781005

Sub: Expression of Interest for empanelment “**Architectural consultants and Interior**. Category applied for ...for Architectural Consultants & Interior Designers”).

Dear Sir/Madam,

1. With reference to your EOI document dated [*****], I/We, having examined the Application Documents and understood their contents, hereby submit our Application for the Project. The Application is unconditional and unqualified.
2. I/We acknowledge that NERAMAC will be relying on the information provided in the Application and the documents accompanying such Application for empanelment as **Architectural consultants and Interior**, and we certify that all information provided in the Application and in Annexures are true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such Application are true copies of their respective originals.
3. This statement is made for the express purpose of our selection as **Architectural consultants and Interior** for undertaking the aforesaid Project as and when NERAMAC requires.
4. I/We shall make available to NERAMAC any additional information it may find necessary or require supplementing or authenticate the Application.
5. I/We acknowledge the NERAMAC reserves the right to reject our application without assigning any reason whatsoever and we will not have any right to claim.
6. We certify that in the last 5 (Five) years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial NERAMAC or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part.

7. I/We declare that:

a) I/We have examined and have no reservations to the Application Documents, including any Addendum issued by NERAMAC, if any.

b) I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt and fraudulent practice, in respect of any tender or EOI issued by or any agreement entered into with NERAMAC or any other public-sector enterprise or any NERAMAC, Central or State; and

c) I/We hereby certify that we have taken steps to ensure that in conformity with the provisions of this EOI, no person acting for us or on our behalf has engaged or will engage in any corrupt and fraudulent practice.

8. I/We understand that you may cancel the Application Process at any time and that you are neither bound to accept any Application that you may receive nor to select any agency.

9. I/We believe that we meet all the requirements related to minimum and technical qualification as specified in this EOI.

10. I/We certify that in regard to matters other than security and integrity of the country, I/We have not been convicted by a Court of Law or indicted or adverse orders passed by, which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.

11. I/We further certify that in regard to matters relating to security and integrity of the country, I/We have not been charge-sheeted by any agency of the government or convicted by a Court of Law for any offence committed by us.

12. I/We further certify that no investigation is pending either against us or against our CEO/any Director/any employee.

13. I/We undertake that in case of any change in facts or circumstances during the Application Process, we are attracted by disqualification and we shall intimate NERAMAC of the same immediately.

14. I/We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by NERAMAC in connection with the empanelment of agencies, or in connection with the Application

Process itself, in respect of the Project and the terms and implementation thereof.

15. In the event of my/our being declared as the **Architectural consultants and Interior**, I/we agree to engage with NERAMAC in accordance with the terms and conditions provided in the Agreement for provision of Services to be issued by NERAMAC. We agree not to seek any changes in the aforementioned Agreement and agree to abide by the same.
16. I/We have studied all the Application Documents carefully. I/We understand that except to the extent as expressly set forth in the Agreement for provision of Services to be issued by NERAMAC, I/We shall have no claim, right or title arising out of any documents or information provided to us by NERAMAC or in respect of any matter arising out of it.
17. I/We agree and understand that the Application is subject to the provisions of the Application Documents. In no case, I/We shall have any claim or right of whatsoever nature if the Project is not awarded to me/us or our Application is not opened.
18. I/We have read and examined this EOI document while submitting our response. Further, it is understood that this EOI is only an exercise for likely empanelment for the future work(s). However, it does not confer any right to any party submitting EOI and application for further consideration in the process or work allotment.
19. I/We understand that if we use any unfair means for the empanelment or to get the assignment in future or disclose the classified information to other parties, our EOI/ application/ empanelment would be cancelled at any time. I/ We agree and undertake to abide by all the terms and conditions of the EOI.

In witness thereof, I/We submit this Application under and in accordance with the provisions of the EOI.

Yours faithfully,

Date: (Signature of the Authorised signatory)

Place: (Name and designation of the of the Authorised signatory)

Name and seal of the Agency