

RFP No. TENDER NO-MPBSCDCL-282

August-2023

## **Bhopal Smart City Development Corporation Limited**



**REQUEST FOR PROPOSAL**

**August-2023**

**Empanelment of Architect Consultants for various  
works of BSCDCL including SQC**

### **Notice Inviting Tender**

BSCDCL invites Online bids for Empanelment of Architect consultants for various works of BSCDCL.

Sl. No.	Name of Work	Earnest Money Deposit	Cost of Tender Form
1	Empanelment of Architect Consultants for various works of BSCDCL including SQC	Rs 5,00,000/- (Rs Five Lakh only)	Rs 10,000/- (Rs Ten Thousand only/-)

**Key Dates: -**

1.	Last date for Purchase of Tender (Online)	18-09-2023 till 16:30 Hrs.
2.	Last date for Submission of Tender (Online)	18-09-2023 till 17:00 Hrs.
3.	Technical Bid Opening (Online)	19-09-2023 till 17:00 Hrs
4.	Pre-Bid Meeting	01-09-2023 till 13:00 Hrs

**Note:**

1. Tender Document and other details Can be accessed from:  
Website- [www.mptenders.gov.in](http://www.mptenders.gov.in)
2. Amendment to NIT, if any would be published on the website [www.mptenders.gov.in](http://www.mptenders.gov.in)
3. The EMD must be in the form of online payment using Debit Card/ Credit Card/ Internet Banking or System Generated challan.
4. For any Clarification/ Site Visit/ Development Norms Bidders can contact  
CEO, Bhopal Smart City Development Corporation Limited  
Tel: - (0755) 2477770      Email: estateofficer@smartbhopal.city

## Disclaimer

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1. The information contained in this Request for Proposal document ("**RFP**") or subsequently provided to Applicants (Firms), whether verbally or in documentary or any other form by or on behalf of **Bhopal Smart City Development Corporation Limited** (herein after referred to as BSCDCL / The Client) or any of their employees, is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.
2. This RFP is not an agreement or an offer by the Client to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation & submission of their Proposals pursuant to this RFP.
3. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Client in relation to the Consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require.
4. This RFP may not be appropriate for all persons, and it is not possible for the Client and its employees to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.
5. Information provided in this RFP to the Applicants may be on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Client accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

6. The Client and its employees/advisors make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.

7. The Client also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this RFP.

8. The Client may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

9. The issue of this RFP does not imply that the Client is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the Consultancy Work and the Client reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

## **1. Information to Applicants**

**1.1** The application shall be submitted online only as per the enclosed format(s) along with all the Annexure. Self-attested documentary proof(s) in respect of the details furnished in the application form shall be submitted along with the application.

**1.2** The intending applicants shall also submit the list of such projects where due to any disputes; litigation/arbitration was invoked and / or the consultancy services were abandoned/suspended by the Client. Suppression of any information in this regard may lead to cancellation of empanelment of the Firm/Consultant(s)/Architect(s) concerned, if such information comes to the notice of BSCDCL, Bhopal after empanelment.

**1.3** Incomplete applications will be summarily rejected without any notice, no correspondence will be made in this subject and applicant will entirely responsible for the same.

**1.4** The application shall comprise a single package containing **Two separate sealed envelopes**. Envelope - A containing Scanned copy of portal receipt of online payment of Tender form fees and EMD, Envelope – B containing Pre-

qualification documents along with all mentioned Annexure.

**1.5** An applicant can apply for empanelment in any or all of the categories stipulated herein. In case an applicant wishes to apply for more than one category, document(s)

/annexure(s) relevant to each of the categories, as stipulated, shall be submitted separately for evaluation.

**1.6** BSCDCL reserves the right to reject any or all applications without assigning any reason thereof.

**1.7** The empanelment will be valid for a period of 3 (Three) years or till fresh empanelment is done whichever is earlier. The period of empanelment can be extended for a further period depending upon the requirement & performance of the consultants / architects.

**1.8** Pre-qualification/Empanelment does not necessarily mean that a job will be assigned to the Consultant/Architects.

**1.9** Clarifications, if necessary, will be sought from the applicants before empanelment. All information submitted by the applicants during the process of empanelment will be the property of BSCDCL, Bhopal and will not be returned.

**1.10** Based on the assessment of the applicant firm, the list of empanelled firms / consultants will be prepared and the applicants will be informed by BSCDCL Bhopal based on the recommendations of the evaluation committee constituted by BSCDCL.

**1.11** At any time before the submission of Proposals, BSCDCL may for any reason modify the documents by amendment. Any amendment shall be issued in writing through addenda. Addenda will be uploaded in BSCDCL, Bhopal website and will be binding on intending parties. BSCDCL, Bhopal may at its discretion extend the deadline for the submission of Proposals.

## **2. Instructions to Applicants**

### **2.1 General**

- a) All information requested for in the enclosed forms should be furnished against the respective columns in the format. Applicants are cautioned that non-submission of complete information as per the required formats or making any change in the prescribed forms may result in the application being summarily rejected.
- b) The application shall be type written. The applicant's name, signature and stamp shall appear on each page of the application form.

- c) Copies of the References, information, work orders and completion certificates from the respective clients certifying the suitability, technical know-how, experience or capability of the applicant shall be submitted by the applicant, which could be verified by BSCDCL Bhopal, if and when required.
- d) The applicants are advised to attach any additional information which he thinks fit and necessary in regard to proving his capabilities. No further information will be entertained after submission of the application unless it is called for by the BSCDCL, Bhopal.
- e) The application must be in proper & in sequence as per RFP.
- f) The cost incurred by the applicants in preparation & submission of this application, providing clarifications or attending discussions in connection with process of empanelment shall be borne by the applicant. BSCDCL, Bhopal in no case will be responsible or liable for these costs regardless of the outcome of the process.

## 2.2 Definitions

In the document, the following words and expressions shall have the meaning hereby assigned to them except where the context otherwise requires:

- a) "**Employer/Client**" means office of BSCDCL within its jurisdiction, and includes the employer's representatives or successors.
- b) "**Applicant**" means proprietary firm, Partnership firm, Private Limited Company, Limited Company whose application has been received by the employer and includes the applicant's personal representatives, successors and permitted assigns.

## 2.3 Method of Applying

- a) If the application is made by a proprietary firm, it shall be signed by the Proprietor above his full typewritten name and full name of his firm with the current address.
- b) If the application is made by a firm in partnership, it shall be signed by all the partners of the firm above their full typewritten names and current addresses or alternatively by a partner holding Power of Attorney for signing the application, in which case a certified copy of Partnership Deed shall accompany the application.
- c) If the application is made by a Limited Company, it shall be signed by a duly authorized person holding the Power of Attorney for signing the application.

## 2.4 Final Decision Making Authority

a) The Employer reserves the right to reject or accept any one or all applications and to annul the process and reject all the applications at any time without assigning any reason(s) thereof and without thereby incurring any liability to the affected applicant or without informing the applicants of the grounds for the Employer's action.

## 3. **Category of Empanelment**

### **3.1 Feasibility, Survey, , Planning , Architectural Designing, Drawings, DPR, Bid process management and Supervision Quality Control (SQC) for all type of-**

- **Category A:** Building (New or Existing) Projects, Infrastructure projects (Redevelopment Projects) including but not limited to Residential, Commercial, Govt Offices, Industrial, Re- Development, Health & Education Facilities (IT Parks/Offices), Auditoriums & Convention centers, Sports Complex, Clubs and Recreational Complex, Transport Facilities (bus stations, terminals, parking, logistic hubs etc.), Market Places, Placemaking etc.
- **Category B:** All type of Temple, heritage Projects, Restoration projects etc.

Bidder can submit RFP for any one or all categories mentioned herein the clause above. The Bidder has to fulfill technical eligibility criteria mentioned in the RFP for each category (for which he intends to bid for) separately.

## 4. **Minimum Eligibility Criteria**

A Consultancy firm can submit RFP for any or all categories mentioned above, The Consultancy firm must meet the following Minimum Eligibility Criteria: -

4.1 Bidder should be well-established and professionally organized Consultancy Firm/individuals with at least **5 years'** experience in the field of category for which RFP is submitted.

*(Acceptable Proof- In case of Individual architect - Registration of Individual with COUNCIL OF ARCHITECTURE, NEW DELHI, In Case of Firm- Registration of Firm with RoC or Partnership Deed) with copy of Registration Chief Architect with COUNCIL OF ARCHITECTURE, NEW DELHI*

4.2 Bidder should have an average annual turnover 1.0 (One) Cr. during last 3 (three) Financial years (i.e. FY 2020-21, 2021-22 and 2022-23) Annual turnover shall be consultancy fee received from similar consultancy services provided by the bidder

*(Acceptable Proof - certificates issued by Chartered Accountant along with Audited Balance Sheets)*

4.3 Bidder should demonstrate separate experience for each category for which he intends to submit RFP for. Bidder should have experience of providing Technical Consultancy Services, Architectural Planning, Designing & Estimation (DPR) for the Similar Category of Projects with at least **1 Projects** costing more than **Rs 10.00 Crs** in one or more/each of various category projects in the **last 5 years** for a **Govt./Semi Govt. Organization or Private Organization** where the work has been physically completed.

(Incase experience is submitted for private organizations then the bidder should submit the copy of Agreement/Work order, GST Invoice, TDS Certificate along with Successful Physical completion Certificate issued by Competent Authority of Client for each Project

In case of experience of working with Government/Semi Government/PSU organizations the bidder may submit Successful completion certificate indicates cost of completed project and consultancy fees paid by department, the certificate must be issued by competent authority.

Term of the firm		
Sl.	Position	Minimum Education / Qualification / Expertise as Per RFP
01	Architect cum <b>Team Leader</b>	Degree in Architecture with minimum 5 years of experience in Planning /Designing/implementation of Residential/ Commercial / Landscaping /Interior/designing/Layouts, Sites & Services etc.

**Note: -**

- i.** Architect should be registered with **COUNCIL OF ARCHITECTURE, NEW DELHI.**
- ii.** Architect must have valid PAN number and Valid GST number and Affidavit as per Annexure A
- iii.** In the technical proposal the details of support technical staff proposed for the assignment shall be provided in a statement format with name, expertise and their role in the assignment. Under the technical proposal the CVs of the key personnel's are required to be furnished in the given format and the information furnished therein must be true and correct. The CV must indicate the work in hand and the duration till which the person will be required to be engaged in that assignment.
- iv.** The bidder's must submit genuine CVs of the persons who are actually working with the consultant. The Consultants should refrain using hired CVs or the CVs without consent. In case any such incidence, if comes to the notice of the BSCDCL, the same shall be viewed seriously and may involve termination of contract



## 5. Evaluation Criteria

**5.1** The Evaluation of the Proposal will be taken up separately for Each of the category mentioned in RFP, for which he intends to bid for, only if the applicant meets the minimum Eligibility Criteria for corresponding Category as mentioned in this document

**5.2** The applications will be examined by a designated Evaluation Team of BSCDCL, Bhopal which may call for clarifications/additional information from the Applicants which must be furnished to the Evaluation Team within the stipulated time. The applicants shall be evaluated separately for each category for which the bid is submitted based on the following parameters on a scale of 100.

S NO	Parameter	Marks
<b>1</b>	<b>Capability Statement</b>	<b>10</b>
1.1	<b>Years of Existence</b> (Maximum marks shall be restricted to 10)	
	a) Firm experience of Minimum 5 years	5
	b) Firm experience of 5-10 years	7
	c) Firm experience of 10 and above	10
<b>2</b>	<b>Work's Experience</b>	<b>75</b>
	<b>Similar Consultancy experience separately for each category mentioned in RFP:</b> With reference to relevant experience of the Firm, marking will commensurate with experience in number of Projects carried out in different categories as mentioned below:	
a	No. of completed similar Projects of Technical Consultancy Services for the Category of Projects (mentioned in the Clause 3.1) costing more than <b>Rs 10.0 Crs</b> in the <b>last 5 years</b> for a <b>Govt./Semi Govt./PSU or Private</b> organization where the project has been physical completed. <b>Scoring criteria for Sub Category A and B</b> • <b>15 Marks</b> for each project more than <b>Rs. 10.0 Crs</b>	75

3	Firm's Financial Capacity	Marks
3.1	<b>Average Annual Financial Turnover for last three years</b>	<b>15</b>
	<b>Sub Category A and B</b>	
a	Rs. 1.00 Crs	5
b	More than Rs. 1.00 and upto Rs. 5.00 Crs	10
c	Above Rs. 5.00 Crs.	15

**5.3** Applicant should satisfy the qualifying criteria on their own merits and not as a sum total of their sub- agencies. Joint Ventures / Consortium / MOU shall be entertained in any category.

**5.4** Separate Technical evaluation will be carried out for each category mentioned in RFP for which the bidder has bid for. Based on the above evaluation, bidders scoring **70 marks** in each category shall only be considered for empanelment under the subsequent category.

**5.5** Authority reserves the right to lower the qualifying marks in case fewer applications are received.

## **6. Period of Empanelment**

**6.1** The empanelment of the Consultants/Architects initially shall be for a period of 3 (Three) Years from the date of award of Contract. Post 03 years the contract may be extended at the mutual consent of both the parties. However, the client reserves the rights to cancel the empanelment of any or all the consultant(s) and request afresh proposal for empanelment at any time.

**6.2** The client reserves the right to extend the period of empanelment of consultants for further period depending on the requirement and performance of the consultant. The decision of the client in this regard would be mutual consent of client and consultant.

**6.3** The empanelment of the Consultants/Architects will remain in force for the purpose of completion of all works ordered during the currency of the empanelment until they have been completed.

**6.4** If any empaneled architect Consultants/Architects wish to discontinue

## **7. Litigation History**

**7.1** The Applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last Three (3) years ending. A consistent history of litigations against the Applicant or any member of the Consortium may result in failure of the application at the desertion of BSCDCL, Bhopal.

## **8. Broad Scope of Services to be Performed by the Consultant /Architects**

1. Discussions with the client about the specific requirements and conceptualization of the assigned work.
2. Evaluation of the site and carrying out soil investigation, testing, topographical survey, Underground services etc. as may be necessary with prior approval from BSCDCL, Engineer Charges towards soil investigation, testing, topographical survey etc., if required and carried out by the Consultants/Architects shall be in scope of work of consultant.
3. Preparation of Design, Layout Plan, Site Plan, Architectural Plan, Site Development, Interior Design Details, Elevations, Sections, Walk-through models etc., (if needed) with details of area analysis, building geometry etc., wherever required. If walk through models etc. are required to be prepared, consultants shall be reimbursed at actual based on documentary evidence.
4. Use of value engineering concepts to consider alternate design solutions to optimize expected cost/worth ratios. Design should include incorporation of maximum possible natural light/ventilation, visually impaired & physically disabled friendly & Green Building concepts to the extent possible and flexibility for future changes.
5. Preparation & submission of required Layout Plan, Site Plan, Drawings (Architectural & Structural) conforming to latest Development Control Regulations (DCR) and local bye- laws to the Statutory authority(s).
6. Liaisoning and obtaining requisite approvals / permissions from the Concerned Statutory Authorities prior to commencement and also after successful completion of the work.
7. Preparation of technical specifications, cost estimates including rate analysis etc.
8. Preparation of all drawings good for construction for structural designs, internal and external MEP /utility services, telecommunications, Networking, Graphic signage's, firefighting arrangements, security systems, parking etc. as per the approved technical specifications.
9. Preparation of landscape architecture, interior architecture, architectural conservation, graphic design and signage's etc.
10. Preparation of Tender drawings, technical specifications, vendors / manufactures for materials and equipment. Assistance to BSCDCL, Bhopal in providing clarifications to bidders, Pre bid meeting and specifying the construction contract.

11. The approvals of BSCDCL, Bhopal are required on all drawings, specifications, documents, etc. and Consultant shall be responsible for providing modifications, incorporation of suggestions etc. Approval of structural drawings & designs from any Govt. Engineering College shall be in scope of work of consultant.
12. Ensure engaging the required key professionals for the services such as architectural, structural, MEP/utility services, landscaping, conservation etc. for the project designing and execution.
13. Attend the reviews, meetings, conferences pertaining to the project.
14. In case of new construction, the design shall be strictly in accordance with the latest Indian Standard Code of Practices / National Building Code. The structural analysis and design shall be done by using latest version of software packages such as STAADPRO or equivalent. The provisions in various BIS Codes shall override the packages output.
15. Appropriate hard and soft landscaping shall be designed to be in harmony with the surrounding Environment and neighborhood. The objective is to provide a harmonious and friendly environment with green area and landscape features.
16. Preparation and issue of working drawings with all details for proper execution of the work. This shall include preparation of fabrication / shop drawings for select items as well as scrutiny / approval of shop drawings submitted by contractors for various services.
17. Revision of drawing details and specifications as and when required in due course of construction progress and re-approval of required.
18. Preparation and planning of all design details, deliverable and plan the construction program to complete the project.
19. The consultant shall attend all the review meetings conducted by BSCDCL, from time to time without any extra cost and shall also be available for any clarifications and bring out any issues related to construction which may lead to difficulties, litigation, delays etc. including outstation meetings/ reviews for which no extra shall be made.
20. Provide all necessary technical assistance required to the client in the finalization of the scheme including DPR, Bid process Management, complete till finalization of project.
21. Submit the DPR with plans, designs and estimations, tender document etc for the scheme

- o Submitting PERT Chart / Bar Chart incorporating all the activities required for completion of the project well in time i.e. Preparation of Working Drawings, Structural Drawings, Detailed Drawings, and Calling Tenders etc
22. Taking employers instructions, site appraisal, conducting field survey, cosmic energy flow by chronobiologist consultant and investigations.
23. On the basis of the base line data, architect shall prepare a Single Line Conceptual Plan, Floor Plan, Section & Elevations of building & facilities and a broad cost estimate on Plinth Level basis. Preparing Sketch designs which shall be in accordance with local governing codes / standards etc. Including carrying out necessary revisions as per directions of approval authority, so as to enable the employer to take a decision.  
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24. Supervision and Quality control of awarded work to contractor. ()
25. Preparation of As-Built drawings for the construction.
26. Modify the sketch designs incorporating the required changes and prepare final concept designs on specified scale for the approval along with revised cost (Stage I).
27. If computer 3D model, Physical model etc. are required to be prepared, consultants shall be reimbursed at actual based on documentary evidence
28. Based on approved concept plan, Preparing Detailed Estimate, Detailed Architectural Working Drawings, Plans, Elevations, Structural Calculations, Structural Drawings & Designs, Layout Drawings for Water Supply & Drainage, Electrical, Mechanical Utilities, PHE, Parking, HVAC, Landscape etc, required to invite tenders to commence work at site and for the proper execution during construction.
29. Submitting required drawings & designs to municipality & other local authorities and obtaining their approval. Structural & Allied Services designs should be certified from any Govt. Engineering College. The Expenses will be borne by BSCDCL.
30. Preparing of detailed composite tender documents after approval of draft bid document for various services viz. general builders work & specialist services such as water supply & sanitary installations, electrical installation etc complete with articles of agreement, conditions of contract, special conditions, specification, bill of quantities based on respective SOR including detailed analysis of rates based on market rates, if required, time & progress charts etc and assisting BSCDCL, Bhopal in finalization of construction agencies.
31. Preparing for the use of the employer, 4 copies of the contract documents including all drawings, specifications and other particulars.

32. Review & Approve work programs.
33. Obtaining final building completion certificate and securing permission of municipality and such other authority for occupation of the building, if applicable.
34. Appearing on behalf of the employer before the municipal assessor in connection with settlement of the ratable value of the building and tendering advice in the matter to the employer, if applicable.
35. On completion of the project, certify "as made" completion drawings prepared by the Consultant for architectural, structural, water supply & drainage works, electrical & other services along with a brief report on the project & relevant structural design calculations and submitting 4 copies of the same for the records of the employer.
36. The consultant shall be wholly responsible for the successful completion of the project in all respects consistent with safety and structural stability from the inception up to the handing over for occupation to the employer.
37. The consultant shall assist the BSCDCL in all arbitration proceedings between the contractors and BSCDCL and also defend BSCDCL in such proceedings.
38. Any other services connected with the works usually and normally rendered by the architect, but not referred to herein above.
39. The consultant shall engage qualified & competent / reputed civil, structural, electrical, HVAC and fire protection consultants as required to assist them in the Preparation of design and details of the services. The service consultants will be appointed with the approval of the BSCDCL . The fees payable to these consultants shall be borne by the principal consultants out of the fees received by them. The later shall be however fully responsible for the design and soundness of the activities of various consultants.
40. In addition to above, the consultants shall advise and assist the BSCDCL in preparing suitable replies to the Chief Technical Examiner of Central Vigilance Commission and also in the arbitration proceedings, if any, in case of need.
41. Contract administration and Management of the packages during design and implementation phase.
42. Scrutinize the implementing agency's detailed work program and guide implementing agency in preparation of supervision schedule/work plan for each package

43. Supervise and monitor construction work of each contracted package
44. Scrutinize construction methods proposed by implementing agency including environmental, safety, personnel and public issues
45. Assess the adequacy of the contractors' inputs in material, labour and construction methodology and provide advisory whenever required
46. Formulate a rehabilitation & resettlement framework as per requirement and monitor implementation of social safeguards & environmental standards, if any.
47. Carry out necessary quality control activities and inform client if the quality of works conforms to the specifications and drawings
48. Record the work measurement and assist client in completing the compliances required to certify the contractor's bill and recommend Smart City/SPV on way forward.
49. Assist the Smart City/SPV in interim and final certification of the bills of payment;
50. Furnish the detailed construction drawings as necessary during continuance of the contract or checking and recommendation of drawings for approval as required;
51. Assist for resolution of all contractual issues including examining the contractor's claims for variations/ extensions or additional compensations etc and prepare recommendations for approval by the Smart City/SPV;
52. Assist during the third party inspection of work carried out by implementation agency(ies), if necessary, as decided by Smart City/SPV;
53. Assist Smart City/ SPV in obtaining all necessary permissions and complying with statutory requirements as required prior to construction, such as permissions from line departments viz. Railway, Road Transport, Highways, Department of Archaeology, Department of Forests and National Parks etc.
54. Review and issuance for execution of contractors' design and drawings with approval of SPV for lump sum turnkey contracts and review the project documents and give recommendations as required for PPP projects.
55. Review and finalize the "as built" drawings submitted by Contractor.
56. Assist the Smart City/SPV in issue of completion certificates.
57. Inspect the works at appropriate intervals during defect liability period and certification issue.
58. Prepare on behalf of Smart City/ SPV monthly project progress reports describing the physical and financial progress of each subproject, highlighting impediments to the quality and progress of the works and remedial actions, to be submitted to Smart City/SPV.



59. Develop and implement procedure for timely payments to the implementing agency(ies) and monitor for compliance.
60. Support Smart City/SPV in overall project management and coordination with implementing agencies, government agencies, private players, technology service providers and others.
61. Support Smart City/SPV to meet compliance requirements as and when required, in documentation and presentation of outputs.
62. Prepare capacity building plan and change management plan.
63. Monitor and maintain issue tracker and keep on updating the status of all risks and issues on timely basis.

#### **9. Financial Bid (Proposal)-**

- Financial bid shall be on L-1 (Lowest quoted rates) Basis. L-1 Quoted rates shall be considered for approval.
- All technical qualified bidders shall be consider for empanelment for the work of BSCDCL on L-1 approved rates based on their consent.

#### **10. Execution of Agreement and Assignment of work-**

- The BSCDCL shall issue the LOID for all technical qualified bidders to get their consent to work on approved rates basis.
- The bidders are required to enter into an agreement with BSCDCL. The EMD amount (Rs 5,00,000/- ) of empaneled bidders shall be converted into performance guarantee, that shall release after completion of empanelment period.
- It is mandatory to do the agreement for L1 bidder, otherwise EMD shall be forfeited for the same.
- Depending upon the requirement, the Client will invite any consultant on the type of work and specialization in the particular field of project from the empaneled Consultants/Architects.
- BSCDCL, Bhopal also reserves the right to allot the work to any of the empaneled Consultants/Architects after giving due consideration to the suitability and competence of the Consultants/ Architects to handle jobs, with due regard to their proven track record, which shall be reviewed by BSCDCL, Bhopal (Employer), as found necessary, from time to time.
- For Each milestone, Letter of Approval of Previous Stage and Work order for Next Stage will be issued by Authorized Officer of BSCDCL under his seal and Signature.
- BSCDCL at any stage its sole discretion to Hold, Stop, Postpone or cancel the assignment.
- At the SQC Stage (Stage-B) consultant must deploy team at Field and Office staff as expected and Approved by BSCDCL No separate Team Cost will be provided.



## 11. Payment Stages and Schedule-

### 11.1 Architectural and consultancy fees to the Architects selected for particulars projects will be paid at the rates as follows:

Stage	Particular	Rate
A	Category A and Category B (Up-to Successful award of work prepared by Empaneled Architect consultant) and On submitting execution drawing and details required for commencement of work at site	50 % of Approved consultancy fees (% of Total Project Cost set forth by this bid) as per payment milestones.
B	Category A and Category B (SQC)	50 % of Approved consultancy fees (% of Total Project Cost set forth by this bid) on each running bill

- The fees shall be inclusive of all taxes, charges, out of pocket expenses etc. **excluding** GST @18% that shall be paid extra as per applicable rates.
- The security deposit after award of work, shall be recovered as deduction of 5% of the fee payable at each milestone (raised bill) reduced and retained as security against performance.

### 11.2 SCHEDULE OF PAYMENT:

The Consultant shall be paid professional fees in the following stages consistent with the work done. Payments made to the consultant are on account and shall be adjusted against the final account payable:

<b>Milestone</b>	<b>Work Particulars</b>	<b>Payment</b>
1.	On submitting Initial design and conceptual design with Survey Report	Advance Rs 1,00,000/- (Non-interest bearing) *Adjusted in stage A payments
2.	On Approval of DPR by competent Authority	20 % of the eligible payment as per Stage A after adjusting advance payment if any.
3.	On Approval of detailed estimate and RFP	20 % of the eligible payment as per Stage A
4.	Bid Process Management and Successful award of contract	40% of the eligible payment as per Stage A
6.	On submitting execution drawing and details required for commencement of work at site	20% of the eligible payment as per Stage A
7.	Supervision of work/ Each running bill of contractor	Payment as per Stage B

- GST shall be paid extra as per applicable rates.

### 11.3 SECURITY DEPOSIT:

- a 5% Amount of the interim payments shall deducted as security deposit.
- b Security deposit shall be released after completion of individual assignment.
- c The Consultant will be responsible for the designs and Drawings sheets prepared and supplied by him, interim and final certificate issued by them and will indemnify the BSCDCL, Bhopal against any in accuracies, which might come to nice subsequently. The consultant shall also be responsible to a keep a check on time frame of completion of work in co-ordination with the engineer / contractor and the client.

## 12. Suspension of Agreement

The Authority may, by written notice of suspension to the Consultant, suspend all payments to the Consultant hereunder if the Consultant shall be in breach of this Agreement or shall fail to perform any of its obligations under this Agreement, including the carrying out of the Services; provided that such notice of suspension (i) shall specify the nature of the breach or failure, and (ii) shall provide an opportunity to the Consultant to remedy such breach or failure within a period not exceeding 30 (thirty) days after receipt by the Consultant of such notice of suspension.

## 13 Termination of Agreement

### By the Authority

The Authority may, by not less than 30 (thirty) days' written notice of termination to the Consultant, such notice to be given after the occurrence of any of the events specified in this RFP, terminate this Agreement if:

- (a) the Consultant fails to remedy any breach hereof or any failure in the performance of its obligations hereunder, as specified in a notice of suspension pursuant to Clause in the RFP hereinabove, within 30 (thirty) days of receipt of such notice of suspension or within such further period as the Authority may have subsequently granted in writing;
- (b) the Consultant becomes insolvent or bankrupt or enters into any agreement with its creditors for relief of debt or take advantage of any law for the benefit of debtors or goes into liquidation or receivership whether compulsory or voluntary;
- (d) the Consultant submits to the Authority a statement which has a material effect on the rights, obligations or interests of the Authority and which the Consultant knows to be false;
- (e) any document, information, data or statement submitted by the Consultant in its Proposals, based on which the Consultant was considered eligible or successful, is found to be false, incorrect or misleading;
- (f) as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than 60 (sixty) days; or
- (g) the Authority, in its sole discretion and for any reason whatsoever, decides to terminate this Agreement.

### 2.9.2 By the Consultant

The Consultant may, by not less than 30 (thirty) days' written notice to the Authority, such notice to be given after the occurrence of any of the events specified in this RFP, terminate this Agreement if:

- (a) the Authority fails to pay any money due to the Consultant pursuant to this Agreement and not subject to dispute pursuant to Clause in the RFP hereof within 45 (forty five) days after receiving written notice from the Consultant that such payment is overdue;

- (b) the Authority is in material breach of its obligations pursuant to this Agreement and has not remedied the same within 45 (forty five) days (or such longer period as the Consultant may have subsequently granted in writing) following the receipt by the Authority of the Consultant's notice specifying such breach;
- (c) as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than 60 (sixty) days; or
- (d) Written request letter with reason shall be submitted by consultant to discontinue services, and after approval by competent authority of BSCDCL.

**Part – 2**

**Prescribed Forms / Annexure**

**Covering letter format**  
**(On the Letter Head)**

To

**Chief Executive Officer,**  
Bhopal Smart City Development Corporation Limited,  
Bhopal, Madhya Pradesh  
Pin- 462023

**Sub: "Request for Proposal (RFP) for Empanelment of Consultants and Architects for various works of BSCDCL".**

Having examined all the details given in RFP document and Pro-forma for the above Consultancy & Architectural works, I/we hereby submit the relevant information.

1. I / We hereby certify that all the statements made and information furnished in the enclosures is true and correct.
2. I / We have furnished all information and details necessary for RFP and have no further pertinent information to supply.
3. I / We also agree that the EE BSCDCL , Bhopal or their authorized representatives can approach individuals, employers and firms to verify our competence and general reputation.
4. I / We submit certificates in support of our suitability, technical knowhow and capability for having successfully completed the projects, in prescribed format.
5. I / We agree that the discretion and decision of the BSCDCL , Bhopal in respect of the Empanelment of the Consultants and Architects is final and binding.

Date

Signature(s) of Applicant(s) with seal

Enclosure

s:1.  
2.  
Etc.

### Application Form for Empanelment

Sl. No.	Particulars	Details
1.	Name of Organization	
2.	Address	
3.	Contact Person	
4.	Telephone No.	
5.	Mobile No.	
6.	Fax No.	
7.	E-mail ID	
8.	Organization Details	To be filled as per <b>Annexure 3</b>
9.	Details of Directors/Partners/Proprietors	To be filled as per <b>Annexure 4</b>
10.	List of Projects/ Consultancy Assignments Completed in Last 5 Years	To be filled as per <b>Annexure 5</b>
11.	Details of Projects/ Consultancy Assignments Completed in Last 5 Years	To be filled as per <b>Annexure 6</b>
12.	Financial Status	To be filled as per <b>Annexure 7</b>
13.	Checklist of Categories Applied for by the Bidder	To be filled as per <b>Annexure 8</b>
14.	List of equipment's available with the firm	To be filled as per <b>Annexure 9</b>
15.	Litigation/ Arbitration	To be filled as per <b>Annexure 10</b>
16.	Affidavit	To be filled as per <b>Annexure 11</b>

### Organizational Details

Sl. No.	Parameter	Details
1.	<p><b><u>Organizational Set-up:</u></b></p> <ul style="list-style-type: none"> <li>• Place of Incorporation</li> <li>• Year of Establishment/ Incorporation/ Registration</li> <li>• Status of Firm (Proprietorship/Partnership/Limited/Any other)</li> <li>• Name of Directors/Partners/Proprietors</li> <li>• Empanelment with Govt. Organizations (Mention names along with copies of Certificates)</li> </ul>	
2.	<p><b><u>Employee Strength:</u></b></p> <ul style="list-style-type: none"> <li>• Principal Architects (mention nos. here)</li> <li>• Junior Architects (mention nos. here)</li> <li>• Urban Planner (mention nos. here)</li> <li>• Interior Designers (mention nos. here)</li> <li>• Civil Engineers (mention nos. here)</li> <li>• MEP Engineers (mention nos. here)</li> <li>• Infrastructure Planning/Engineering Specialist</li> <li>• Mapping &amp; AutoCAD/GIS Specialist</li> <li>• Others</li> </ul>	Mention Details Here
3.	<b><u>Details of Office:</u></b>	
4.	<p><b><u>Outsourcing jobs :</u></b></p> <ul style="list-style-type: none"> <li>• Structural Design</li> <li>• Plumbing, Sanitary &amp; Water Supply</li> <li>• MEP services. /</li> <li>• Fire Fighting/Detection System</li> <li>• Any Other</li> </ul>	

Place :

Signature of the Applicant

Name &amp; Designation

Date :



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**Details of Directors /Partners /Proprietors**

<b>Sl. No.</b>	<b>Name of Partners /Directors/Proprietors</b>	<b>Academic Qualifications</b>	<b>Designation</b>	<b>Address/ Phone/Fax/e Mail</b>

Signature of the Applicant

Name & Designation

Place :

Date :

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**List of Projects/ Consultancy Assignments Completed in Last 5 Years**

<b>Category for which RFP is submitted:</b>					
<b>SN</b>	<b>Name of the Project</b>	<b>Client</b>	<b>Project Start Date</b>	<b>Project Completion date</b>	<b>Remarks</b>

**Note :**

1. Only completed projects in last 5 years, relevant to application category, shall be included in the list above.

Signature of the Applicant Name

&amp; Designation

Place :

Date :

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### Details of Projects/ Consultancy Assignments Completed in Last 5 Years

Category: <b><i>[insert similar assignment category as specified under Eligibility and evaluation criteria mentioned RFP]</i></b>	
Assignment Name:	Value of the contract (in current INR):
Country:	Duration of assignment (months):
Name of City/ Cities:	
Name of Client:	Total No of staff-months of the assignment:
Address of client (along with Contact details, mail id of concerned person):	
Start date (month/year):	
Completion date (month/year):	
Narrative description of Project:	
Description of actual services provided by your staff in the assignment:	

**Note:**

1. The details of Works/Projects mentioned above should be substantiated with documentary evidence such as Work Orders/Contract Agreements.
2. Applications received without necessary documentary evidence are liable to be rejected.
3. Separate Annexure 6 should be submitted for each category Bidder has applied for demonstrating similar projects of that category.

Signature of the Applicant

Name & Designation

Place :

Date :

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**Financial Status**

<b>Sl. No.</b>	<b>Financial Year</b>	<b>Turnover (Consultancy Fee) (Rs.)</b>	<b>Profit/Loss(-) (Rs.)</b>
1	2020-21		
2	2021-22		
3	2022-23		
	<b>Total</b>		--
	<b>Average</b>		--

**Note:**

1. A Turnover certificate clearly indicating the revenue/ turnover from same business authenticated by statutory auditor/ chartered accountant must be enclosed.

Chartered Accountant/ Statuary Auditor

Signature of the Applicant Name &  
Designation

Place:

Date:

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**Checklist of Categories Applied for by the Bidder**

Sl. No.	Name of work	Tick (√) if Applied	
		Sub Category A	Sub Category B
1.	RFP for Empanelment of Architect Consultants for various works of BSCDCL including SQC		

**List of Equipment's Available With the Firm**

<b>Sl. No.</b>	<b>Name of Equipment</b>	<b>Type</b>	<b>Nos.</b>
1.	Computers		
2.	Printers		
3.	Plotters		
4.	Software's		

Signature of the Applicant

Name & Designation

Place :

Date :

Litigation/Arbitration

Year	Contract Identification and Matter in Dispute	Value of Pending Claim in INR or any other currency
	Contract Name :  Name of Employer  : Address of  Employer : Matter  in Dispute :  Total value of the Contract :	
	Contract Name :  Name of Employer  : Address of  Employer : Matter  in Dispute :  Total value of the Contract :	
	Contract Name :  Name of Employer  : Address of  Employer : Matter  in Dispute :  Total value of the Contract :	

Signature of the Applicant

Name &amp; Designation

Place :

Date :

Affidavit

**(TO BE SUBMITTED ON NON-JUDICIAL STAMP PAPER OF MINIMUM Rs500/- DULY CERTIFIED BY NOTARY)**

Affidavit of Mr. ....S/o .....  
R/o.....

I, the deponent above named do hereby solemnly affirm and declare as under:

1. That I am the Proprietor / Authorized signatory of M/s. ....having its Head Office /Regd.Office at .....
2. That the information / documents / Experience certificate(s) submitted by M/s.....along with this 'Request for Proposal for Empanelment of Consultants and Architects' to Bhopal Smart City Development Corporation Limited, Bhopal are genuine and true and nothing has been concealed.
3. I shall have no objection in case Bhopal Smart City Development Corporation Limited, Bhopal verifies them from issuing authority(s). I shall also have no objection in producing the original copy of the document(s), in case Bhopal Smart City Development Corporation Limited, Bhopal demand so for verification.
4. I hereby confirm that in case, any document, information & /or certificate submitted by me is found to be incorrect/false/fabricated, Bhopal Smart City Development Corporation Limited, Bhopal at its discretion may disqualify / reject my application for pre-qualification out rightly and also debar me /M/s.....  
From participating in any future tenders/RFPs.

**Deponent**

I,....., the Proprietor / Authorized signatory of M/s....., do hereby confirm that the contents of the above Affidavit are true to my knowledge and nothing has been concealed there from and that no part of it is false.

Verified at .....this .....day of .....Deponent.