



**Delhi Tourism and Transportation
Development Corporation Limited
(A GOVERNMENT OF DELHI UNDERTAKING)**

Expression of Interest (EOI)

for

APPOINTMENT OF CONSULTANT ARCHITECT

FOR THE WORK

***“Construction & Development of Cultural
Complex for SKP & Archives Buildings at 18-A,
Satsang Vihar Marg, Spl. Institutional Area, New
Delhi-110 067”***

EXECUTIVE ENGINEER (MB)-II, DTTDC LTD.
1st FLOOR, ENGINEERING DIVISION BUILDING,
ARUNA NAGAR, MAJNU KA TILLA, OUTER RING ROAD, DELHI-110054
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**Executive Engineer (MB)-II,
DTTDC Ltd., New Delhi**

**Superintending Engineer (MB)
DTTDC Ltd., New Delhi**

EOI Document Containing pages 1 to 16 is hereby approved

**Chief Engineer
DTTDC Ltd., New Delhi**

Section 1 : Invitation for Expression of Interest (EOI) for Appointment of Architectural Consultant



INVITATION: The Executive Engineer (MB)-II, DTTDC Ltd. invites the sealed Expression of Interest proposals on behalf on Managing Director & CEO, DTTDC Ltd. from reputed and experienced Architectural Consultancy Firms for Comprehensive Architectural Planning & Design Consultancy for **“Construction & Development of Cultural Complex for SKP & Archives Buildings at 18-A, Satsang Vihar Marg, Spl. Institutional Area, New Delhi-110 067”**. The architect has to explore and adopt innovative, futuristic ideas and cost effective technology to develop and aesthetically pleasing design. The design has to be preferably an eco- friendly and energy saving one, utilizing natural light, etc. and the complex shall be designed as a green building.

After scrutiny, the agencies satisfying the following selection criteria would be eligible for issue of necessary RFP document and Bid Documents for submission of Technical & Financial Bids.

SELECTION CRITERIA :

1. The consultancy firm must be incorporated under the Companies Act, and should have experience of at least Eight years. The Principal Architect must have at least 10 years of experience in Architectural Consultation Jobs of nature like **‘Office Complex / Institutional Buildings’**.
2. The intending consulting firm should have an experience of successful completion of one similar work costing not less than Rs. 28 Crore, or two similar works each costing not less than amounting to Rs. 21 Crore or three similar works each costing not less than Rs. 14 Crore during last 7 years ending November’2013.

The consultancy firm should have done atleast one project of Rs. 14.00 Crore with Government Department / Autonomous Body/ Public Sector Undertaking under Central or any State Government ending 30th November' 2013.

Similar works means '**Comprehensive Architectural & Design Consultancy of Office Complex / Institutional Building**'.

The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion to last date of receipt of applications for tenders .

3. The firm should have a minimum annual turnover of not less than Rs. 40 lakh in terms of consultancy fee received in each of the last three years. This is to be duly certified by Statutory Auditor or company Secretary of the firm / company.
4. The firm should not have incurred losses in more than two years during the immediate last five consecutive years, which has to be duly certified by Statutory Auditor or Company Secretary of the Firm/Company.
5. The Principal Architect should be registered with Council of Architecture and have their registered office in India and must have an office establishment in National Capital Region of Delhi.
6. Copy of valid Service Tax registration certificate with proof having submitted the latest return for the same.
7. The consultancy firm should have minimum five works in Hand out of which minimum two works should be completed.
8. List of full time staff employed by the firm with the educational qualification, experience shown against each with the duties assigned.

The interested Architectural Consultants /firms can purchase EOI documents on an application on plain paper or a request from the office of Executive Engineer (MB)-II, DTTDC Ltd. on non – refundable payment of Rs. 1000/- +VAT either in cash or in the form of pay Order / Demand Draft in favour of “DTTDC Ltd.”. payable at “New Delhi”. The EOI document shall be sold up to 15:00 Hrs. dated 04.10.2013. In case of using E-Mail document, the firm will annex Pay Order/Demand Draft amounting to Rs. 1000/- along with submitting EOI document with DTTDC shall be sent separately. The duly filled EOI document along with enclosures shall be submitted in the office of **Executive Engineer (MB)-II, DTTDC Ltd.** 1st Floor, Engineering Division Building, Aruna Nagar, Majnu ka Tilla, Outer Ring Road, Delhi-110054 latest by 15:00 Hrs. on ____*____*20____*

DTTDC reserves the right to select or reject any / all Expression of Interest without assigning any reason at its sole discretion.

For details log on Website <http://www.delhigovt.nic.in> (Unique No. _____ dated _____)

Executive Engineer (MB)-II,
DTTDC Ltd., New Delhi

* To be filled in by EE

SECTION 2 : INSTRUCTIONS TO THE CONSULTING FIRMS

SUBMISSIONS AND RECEIPT OF PROPOSAL

1. An authorized representative of the firm shall initial all the documents enclosed with **Expression of Interest (EOI)** proposal. The authorization shall be in the form of a written 'Power of Attorney' accompanying the Proposal or in any other form demonstrating that the Representative has been duly authorized to sign.
2. The EOI proposal shall contain no interlineations or overwriting, except as may be necessary to correct errors made by the agency. The person who signed the proposal on behalf of the firm must initial all such corrections.
3. The proposal shall be placed in a sealed envelope duly marked "**Expression of Interest Proposal**" followed by the name of the Assignment /Job as with date and time of opening also superscripted thereon. This envelope shall also bear the submission address and applicant, reference number, if any. The DTTDC shall not be responsible for misplacement, losing or premature opening if the envelope is not sealed and / or marked as stipulated. This circumstance may be case for rejection of the Proposal
4. The proposals must be received at the address indicated in the "**Press Notice**", which shall be ensured by the firm that the same has been received not later than the time and date indicated in the Press Notice or extended date and time, if any. No excuse of postal delays or otherwise shall be entertained. Any proposal received by the DTTDC after the deadline for submission shall be returned unopened. In the event of the specified last date for receiving the proposal being declared holiday, the proposals shall be received up to the appointed time on the next working day.
5. DTTDC will not accept the proposals delivered through fax or email. Proposal has to be concise, brief and shall not contain irrelevant material.
6. The Proposal shall be accompanied by a "**Letter of Proposal Submission**" as attached in the Section 3 of the EOI document. The Letter of Proposal Submission is to be signed by authorized representative of the firm. The complete postal address for correspondence has to be given in the "**Letter of Proposal Submission**" and in case of any change therein at a later date, the representative of DTTDC Ltd. (Details given hereinafter) has to be promptly informed. Any loss of communication on account of non-compliance of this condition shall be to the account of the intending firm.

When the EOI document has been downloaded from the website and has not been purchased from the Office, a demand draft of Rs. 1000/-+VAT in favour of DTTDC Ltd., must be enclosed with the EOI Proposal.

Any clarification may be requested from :

**Executive Engineer (MB)-II,
DTTDC Ltd.,
1st Floor, Engineering Division Building,
Aruna Nagar, Majnu ka Tilla,
Outer Ring Road,
Delhi-110054.**

Phone :011-23813485, 011-23812742

Fax : 011-23812741

e-mail : tulsi.lakhotia@yahoo.co.in

SECTION 3 : LETTER OF PROPOSAL SUBMISSION

To

Executive Engineer (MB)-II,
DTTDC Ltd.,
1st Floor, Engineering Division Building,
Aruna Nagar, Majnu ka Tilla,
Outer Ring Road,
Delhi-110054

Dear Sir,

We, the undersigned, express our interest to offer our services for the Assignment / Job titled **“CONSTRUCTION & DEVELOPMENT OF CULTURAL COMPLEX FOR SKP & ARCHIVES BUILDINGS AT 18-A, SATSANG VIHAR MARG, SPL. INSTITUTIONAL AREA, NEW DELHI-110 067”**.

We are hereby submitting the Expression Of Interest (EOI) proposal sealed under an envelope.

1. We hereby declare that all the information and statements made in this proposal are true, and accept that any misinterpretation / concealment of relevant information contained in it may lead to our disqualification.
2. The needed Pre-qualification documents for the EOI cover the following :
 - (i) Documentary proof of having experience of consultancy firm of at least Eight years, and the experience of Principal Architect of minimum 10 years of handling Construction & Development Projects of **‘Office Complex / Institutional Buildings’**.
 - (ii) Documentary proof of an experience of successful completion of one similar work costing not less than Rs. 28 Crore, or two similar works each costing not less than amounting to Rs. 21 Crore or three similar works each costing not less than Rs. 14 Crore during last 7 years ending November’2013.

The consultancy firm should have done atleast one project of Rs. 14.00 Crore with Government Department / Autonomous Body/ Public Sector Undertaking under Central or any State Government ending 30th November’ 2013.

Similar works means **‘Comprehensive Architectural & Design Consultancy of Office Complex / Institutional Building’**.

The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion to last date of receipt of applications for tenders .

- (iii) Documentary proof (in the form of Audited Account/Certified Balance Sheet) that the Firm/Company has a minimum annual financial turnover of Rs. 40 lakh in terms of consultancy fee received in each of the last three years duly certified by Statutory Auditor or Company Secretary of the Firm/Company.
 - (iv) Certified Profit/ Loss statement for the last five Years indicating that the Firm/Company has not suffered any loss in more than two years during those five Financial Years, duly certified by Statutory Auditor or Company Secretary of the Firm/Company.
 - (v) Registration Certificate with date of registration with Council of Architecture and proof of having their registered office in India and having an office establishment in National Capital Region of Delhi.
 - (vi) Copy of valid SERVICE TAX registration certificate with proof having submitted the latest return for the same.
 - (vii) Documentary proof for having minimum five works in Hand out of which minimum two works should be completed.
 - (viii) List of full time staff employed by the firm with the educational qualification, experience shown against each with the duties assigned, which has to be duly certified by Statutory Auditor or Company Secretary of the Firm/Company.
3. An Affidavit that the firm / company has not been barred/suspended from quoting in last 5 years in any Government Department / Autonomous Body/ Public Sector Undertaking under Central or any State Government.

We fully understand you are not bound to accept any proposal you receive.

We remain

Yours Sincerely,

Authorized Signature {In full and initials} :

Name and Title of Signatory :

Name of Firm :

Postal Address for Correspondence :

SECTION 4 : OBJECTIVE AND SCOPE OF WORK

4.1 OBJECTIVE

- 4.1.1 The objective is to identify and appoint Architectural Consulting Firm for providing consultancy which can explore and adopt aesthetically appealing and innovative ideas and cost effective technology for the subject work. The design should preferably be an energy efficient design, making maximum use of natural light etc. with a view to minimize running expenditure. The materials used should also be fire resistant. The overall ambience should be of a forward-looking modern building in harmony with the surroundings.
- 4.1.2 Submission of Bids by the bidder implies that he has read the document in detail and that he has made himself aware of scope and conditions of the work to be undertaken. The proposal should include the Bio-Data of the bidder's key personnel and also the list of various associates to be employed as consultants for Architectural Planning, Structural, Plumbing, Fire Protection, HVAC, Electrical, Interiors, etc. as required for the work.

4.2 THE SITE

- 4.2.1 The plot is situated at Satsang Vihar, Special Institutional Area, New Delhi-110067 with road on front side.
- 4.2.2 The Client of the project is Department of Art, Culture & Languages, Govt. of Delhi, who has proposed to construct the new buildings for Archives & SKP.
- 4.2.3 The full plot measures approx. 2 Acre, where in the part plot there exists already constructed Administrative Building along with Stack Block for Archives and SKP of approx. size 204'x50' in seven storeys in Phase-I. The setbacks provided are 16.40 m in the front, 15.00 m in the RHS and 5.35 m in the LHS. The back side of the existing building is open where new buildings are to be taken up.
- 4.2.4 The copy of the layout sketch of the plot showing the existing plot with original Phase-I building is enclosed (**Annexure-A**).
- 4.2.5 The buildings have been constructed towards entry and the back area is vacant for proposed construction. The 2 Nos. Servant Quarters also exist in the left top corner. Along the back boundary wall with Green Land there is an approx. 3-4 metre depression for width 4 to 5 metre which will need filling up so as to develop the full plot. Similarly the boundary wall will be re-constructed as retaining wall because the green land in the adjacent plot is low lying as compared to the plot under discussion. There exists a number of trees/saplings in the plot, some of which will need removal for getting space for construction.

4.3.1 SCOPE OF WORK

Architect is to plan cost effective but decorative lighting system with conducting for electrical and communication system, both internal & external. He is to also plan the Air conditioning for the buildings with full power back up system, wherever possible, consider energy management and efficient use of power.

In addition the scheme, the Architect should provide for:

(i) Landscaping and Street scaping : Street scape and Street furniture including horticulture & landscaping.

(ii) Services & Development Works : Public toilets, water supply, sewerage, drainage and drinking water facilities as per norms should be provided with waste-minimizing fittings and durability with matching aesthetics. Cost effective but decorative lighting system with conduiting should be planned. Wherever possible, energy management and efficient use of power / renewable sources of power should be considered. Design of back – up power supply and substation is to be done.

The tentative functional requirements as received from the client department are as follows:

A. Space Requirement of Sahitya Kala Parishad

Sl. No.	Description	No.
1.	Secretary's Office with attached retiring room and wash room	1
2.	Rooms for Officers (Music and Dance, Drama, Fine Arts, Finance and Accounts, Administration, Lok Kala/ Folk Arts Section, General Programmes)	8
3.	Staff Rooms (Programme, Accounts, Administration, Documentation etc.)	8
4.	Reception	1
5.	Visitors Room	1
6.	Store Room	1
7.	Conference Room / Meeting Room	1
8.	Multipurpose hall (for auditions etc.)	1
9.	Library (Reference library having books on performing and visual arts) for about 10000 books alongwith Reading and Audio – Visual Rooms.	1
10.	Art Gallery with storage facility 2Galleries and specialized stackable storage space for art works	2
11.	Publications Section {publication of magazine on art and culture covering SKPs activities and other articles on the subject (proposed section)}	1
12.	Documentation Section (for Audio and Video records, listening room / projection facilities) interested artists / general public can listen / watch the programmes organized by the SKP	1
13.	Drivers / Group D Staff	1

14.	Cafeteria	1
15.	Accommodation for watch and ward staff (Caretaker / Chowkidar)	3
16.	Parking space	
17.	Wash rooms for ladies and gents	1
18.	Auditorium with 500 Seating Capacity	1

B. Space requirement of Archives

Sl. No.	Description	No.
1	Stack block-II (Record room) on archival standard	1

All the buildings will be fully Air-Conditioned.

**Executive Engineer (MB)-II,
DTTDC Ltd., New Delhi**

SECTION 5 : CONDITIONS FOR ELIGIBILITY

The agency satisfying following Pre-Qualification criteria would be eligible for issue of necessary RFP document for submission of Technical and Financial bids (please submit necessary documents to prove that credentials satisfy the Pre-Qualification Criteria. Originals may be asked to be produced; if required, at a later date for verification)

SELECTION CRITERIA :

1. The consultancy firm must be incorporated under the Companies Act, and should have experience of at least Eight years. The Principal Architect must have at least 10 years of experience in Architectural Consultation Jobs of nature like '**Office Complex / Institutional Building**' nature.
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8. List of full time staff employed by the firm with the educational qualification, experience shown against each with the duties assigned.

**Executive Engineer (MB)-II
DTTDC Ltd., New Delhi**

SECTION 6 : SHORTLISTING OF CONSULTANTS

A separate RFP document shall be issued to all the short listed firms, containing Technical and Financial Proposals. The firm shall be selected based on their Technical and Financial Proposals, as per the selection process following Quality cum Cost based method of selection provided in the RFP document.

**Executive Engineer (MB)-II
DTTDC Ltd., New Delhi**

