

THE WEST BENGAL STATE COOPERATIVE HOUSING FEDERATION LTD.

Regd.No. 104/Cal Date: 25.09.1965 ,

P-15, India Exchange Place Extn. Todi Mansion (3<sup>rd</sup> Floor),Kolkata-700 073

Website: [www.wbhousfed.co.in](http://www.wbhousfed.co.in) , E-mail: [wbhousfed2013@gmail.com](mailto:wbhousfed2013@gmail.com)

Ref.No.1071/EOI/WBHOUSFED/RHP/IV-312

Date:- 28/12/2017

**Expression of Interest for Engagement of Architect Consultant.**

**Introduction:** West Bengal State Cooperative Housing Federation Ltd. herein after referred to HOUSFED was registered in the year 1965. The Federation was established to supervise, coordinate and extend financial assistance to Primary Cooperative Housing Societies formed in the State of W.B. –under the aegis of Cooperation Department, Govt. of W.B. More than 1000 Primary Housing Cooperative Societies are affiliated member of the Federation.

The State level Apex Housing Co-operative Society (HOUSFED) with its affiliated Primary Societies is in the process of development of housing in rural areas as well as in urban areas. This is done through by own projects initiated by HOUSFED as well as through projects initiated by the Primary Societies. In fact the Cooperative Housing Societies have come forward to solve to a large extent the Housing Problems of different classes of people including Low Income Groups and Economically Weaker Section. HIDCO Authority has allotted to HOUSFED land being premises no. -06-0077, measuring 2791.825 Sq.mt. (approx.), Plot No.2 & 3 Block-AE in Action Area - I of New Town, Rajarhat. Now the Board of Directors of HOUSFED has decided to start construction of Multistoried Building for a Proposed Cooperative Housing Society to be formed later on.

**Important Date:**

<b>Last date and time for submission of Application</b>	<b>15.01.2018 upto 2.00 P.M.</b>
<b>Opening of Technical Proposal</b>	<b><u>24/01/2018 at 12 Noon</u></b>
<b>Place of opening of Technical Proposal</b>	<b>Office of HOUSFED P-15,IndiaExchangePlace(Extn.) Todi Mansion ,3 Floor,Kolkata-700073</b>
<b>Opening of Financial Proposal</b>	<b><u>24/01/2018 at 2.00 P.M.</u></b>
<b>Address for Communication</b>	<b>Chief Executive Officer West Bengal State Cooperative Housing Federation Ltd.(WBHOUSFED) P-15,IndiaExchangePlace(Extn.) Todi Mansion ,3<sup>rd</sup> Floor,Kolkata-700073</b>

**Eligibility Criteria:**

1. The firm should have adequate number of Graduate Architect/ other Engineers (at least five) please enclose the profile of the Architect /Engineers .The Architects must be registered with council of Architecture. A list of Technical Team should be submitted.
2. The firm should have prior experience of similar type of work for more than seven years having registered office in greater Kolkata.
3. Average Annual Turnover of the firm should be more than 45.00 lakh only in the last 3(three) years.
4. The firm is requested to enclose order copies with status report of the project within the last 7(seven) years.
5. The firm should be in profit for the past 3(three) financial years(ending 31<sup>st</sup> March 2016)
6. Detailed Company Profile along with the above be submitted in separate sealed envelope as Technical bid.
7. The firm also should attach photocopy of PAN Card, IT Return of the last 3(three) years proof of G.S.T. Registration and Registration Certificate under Council of Architect.
8. The firm should have successfully designed similar projects during last 7 (seven) years for Govt./Govt. Under taking / Cooperative Sector preferably.

Three similar project with land area of minimum 1 acre.

Or Two similar project with Land area of minimum 1.5 acre.

Or Single project of value (Project cost) not less than 20 Crores.

9. The firm should possess in-house construction wing with competent Architectural Engineers, Structural Engineer, Civil Engineer Qualified as Materials Engineer & Quality Engineer.
10. Firm black listed by any Govt./Semi Govt. organization are not eligible to participate in the process. Applicants shall give an undertaking in this regard.

## **Scope of Work:**

**The scope of work of the project entails the following:**

- 1. To prepare plan, structural and architectural drawings/ Service drawing & working drawing.**
- 2. To design the concept layout. Please provide at least 3 /4 option on the basis of site plan and site analysis by the firm.**
- 3. To conduct survey work and after obtaining report the firm will prepare optional plan.**
- 4. To appoint Structural Engineer for preparation of drawing indicating bore whole locations required for soil testing of the land.**
- 5. To appoint Geotechnical Engineer for soil testing.**
- 6. To make Auto Cad presentation of the plan.**
- 7. To prepare the detailed estimated cost.**
- 8. To prepare detailed project report for approval of the Management and R.C.S. West Bengal.**
- 9. Firm will be in charge of Project Coordination & Supervision of the quality & quantity of construction work.**
- 10. To provide technical input.**
- 11. The Firm shall get the design /drawings approved by the competent authority (NKDA)**
- 12. After the plan sanctioned by the Concerned Authority the firm will release the GFC (final) drawing based upon which the construction will proceed.**
- 13. Invitation of Tender, evaluation of Bids and Award of work.**
- 14. To prepare revised plan if necessary.**
- 15. To attend meeting to resolve issues if any.**
- 16. Supervision of work, submission of Utilisation Certificate and Completion Certificate.**

## **Instruction to Applicants:**

- 1. Applicants are advised to study the EOI documents carefully before participating. It shall be deemed that submission of application by the applicant has been done after their careful study and examination of the EOI document with full understanding to its implications.**
- 2. The applicant is responsible for all costs incurred in connection with participation in this process, including participation in meeting / discussions/ presentations. Preparation of proposal in providing any additional information required by HOUSFED to facilitate the evaluation process and in negotiating a definitive service Agreement or all such activities related to the bid process. This EOI does not commit the HOUSFED to award a contract or to engage in negotiation. Further no reimbursable cost may be incurred in anticipation of award.**
- 3. Applicant is expected to examine all instructions forms, terms, specifications and other information in the EOI document. Failure to furnish all information required by the EOI documents or to submit application not substantially responsive to the EOI documents in every respect will be at applicants risk and may result in the rejection of its application.**
- 4. The application shall be signed by the person on behalf of the organization having necessary authorization/power of attorney to do so. Each page of application shall be signed (copy of Power 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 giving details about their organization, proven competence to handle major works, in house computer aided facilities etc.**
- 6. If the space in the proforma is insufficient for furnishing full detailed, such in presentation may be supplemented on separate sheet stating their 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.**
- 7. The applicant may engage the services of well qualified specialists or consultants pertaining to services relevant to the work at his own risk and cost and no extra payment will be made by HOUSFED in this regard.**
- 8. The application must be accompanied with rough estimates/projected F.A.R. of the proposed work.**
- 9. The total consultancy fee and schedule of payment shall be duly filled up as per annexure IV. The consultancy fee shall be inclusive of G.S.T. and any other taxes as applicable. Deduction of Income Tax etc. will be made at source at the time of making payment.**

10. The lowest rate / fee would not be the sole criteria for selection of Consultant/Firm. HOUSFED will select the Consultant /Firm on the basis of their clients' list, profile of engineers, previous work and experience in this field( Preferably in Co-operative Housing Sector) and finally rate offered.
11. The applicant will give a concise, complete and logical description of how the consultant's team will carry out the services to meet all requirements.
12. Documentary evidence establishing the general and overall experience of the firm should be submitted.

Documentary evidence establishing the applicant's technical eligibility and financial eligibility should be submitted.

13. HOUSFED shall not consider any application that arrives after the dead line for submission of application.
14. This application will be valid for 180days from the opening of the EOI document.

**Bid Submission:**

The E.O.I. document shall be in two sealed envelopes which shall comprise of the 'Technical bid' containing Technical Bid letter along with all technical details as stated in eligibility criteria and enclosed formats and the other ,Financial bid with required documents as stated in SL.No. 9 of the Instruction to Applicants. The two sealed envelopes (one marked as 'Technical bid' & the other as 'Financial bid') has to be in a outer envelope which shall be sealed and marked as **Response to Expression of Interest (EOI)** with title and reference number and a statement "To be opened by addressee only" and the name and address of the applicant.

## Technical Bid Letter :

To  
The Chief Executive Officer,

**Ref.No:- 1071/EOI/WBHOUSFED/RHP/IV-312 Dated:- 28/12/2017**

Sir/Madam,

We hereby declare

- A. We hereby offer to provide the services at the prices and rates mentioned in the Commercial Bid.
- B. We do hereby undertake, that in the event of acceptance of our bid, the Services shall be provided as stipulated in the schedule to the Bid document and that we shall perform all the incidental services.

We agree to abide by our offer for a period of 180 days from the date fixed for opening of the Technical Bids and that we shall remain bound by a communication of acceptance within that time.

We have carefully read and understood the terms and conditions of the tender and the conditions of the Contract applicable to the tender and we do hereby undertake to provide services as per these terms and conditions.

Certified that the Tenderer is a Company and the person signing the tender is the duly constituted attorney.

We do hereby undertake, that until a formal contract is prepared and executed, this bid, together with your written acceptance thereof or placement of letter of intent awarding the contract, shall constitute a binding contract between us.

Dated this            Day of 20            (Signature) (In the capacity of)  
Duly authorized to sign the Tender Response for and on behalf of: (Name and Address of Firm)  
Seal/Stamp of bidder

Witness Signature:

Witness Name:

Witness Address:

## Commercial Bid Letter :

To  
The Chief Executive Officer,

**Ref.No:- 1071/EOI/WBHOUSFED/RHP/IV-312 Dated:- 28/12/2017**

Sir/Madam,

We hereby declare

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Dated this            Day of 20            (Signature) (In the capacity of)

Duly authorized to sign the Tender Response for and on behalf of: (Name and Address of Firm)

Seal/Stamp of bidder

Witness Signature:

Witness Name:

Witness Address:

**ANNEXURE-I**

Detail of the qualification works executed (Please mention only such works which qualifies the category/class for which you have applied)

Sl.No	Name of work	Work executed for (Name of the organization with address, concerned office & telephone number)	Nature of work (in brief)	Location of work	Present Value of The work	Stipulated time for Completion	Actual time for completion	If work left incomplete or terminated (Furnish reason)
1								
2								
3								
4								
5								
6								
7								

Signature with seal of consultant/Firm



**ANNEXURE-II**

Detail of the Major works in hand (Please mention only such works which qualifies for the category/class for which you have applied)

Sl.No	Name of work	Work executed for (Name of the Organization with address, concerned office & telephone number	Nature of work (in brief)	Location of work	Present value of the work	Stipulated time for completion	Remarks if any
1							
2							
3							
4							
5							

Furnish the name of three responsible clients/ Persons to whom the major works carries out by the applicant with address and telephone number who will be in a position to clarify about the quality as well as past performance of your organization.

Sl. No.	Name of the Official	Organization	Address	Contact No.
1				
2				
3				

**ANNEXURE-III**

Registration/ Empanelled with Government/ public Sector/ Institution

Sl.No	Name of the Organization	Nature of Work
1		
2		
3		
4		
5		

Signature with seal of consultant/Firm

**ANNEXURE-IV**

Consultancy fee and schedule of payment

- (a) Consultancy fee ..... per Sq, ft. of the projected F.A.R. (Rate should be quoted both in figure and words)  
(b) Schedule of payment ( As per sanctioned plan)

Stage-1  On submitting conceptual and rough estimate of cost.	Rs/-
Stage-2  On submitting the required preliminary design for WB HOUSFED's approval along with the preliminary estimate of cost.	Rs/-
Stage-3  On incorporating suggestions and submitting drawing for approval from NKDA	Rs/-
Statge-4  Upon preparation of working drawing, specification and schedule of quantities sufficient to prepare estimate of cost and preparation of tender documents for joint venture.	Rs/-
Stage-5  On inviting, receiving and analyzing tender, advising HOUSFED on appointment of PIA	Rs/-
Stage-6  a. On submitting working drawing and details require for commencement of work at site.  b. (1) On completion of 20% work  (2) On completion of 40% work  (3) On completion of 60% work  (4) On completion of 80% work  (5) On virtual completion	Rs/-