

Advertisement  
Format for submitting technical proposal  
Preparation of the Detailed Project Report and Costing Documentation

Notice Inviting Quotations  
For  
Consultancy Services for Comprehensive and Detailed Interior  
Designs and associated Supervision Services

Agrinnovate India Limited, a Government of India Company, established by Department of Agricultural Research and Education/ ICAR invites Quotations from reputed/experienced organizations/firms for Consultancy Services for Comprehensive and Detailed Interior Designs and associated Supervision Services.

2. Interested parties may send their quotations as per details available at the following websites: [www.agrinnovate.co.in/](http://www.agrinnovate.co.in/) [www.icar.org.in](http://www.icar.org.in) to Principal Scientist, Agrinnovate India Limited, GF-2, A- Block NASC Complex, DPS Marg, opposite Dasghara Village, New Delhi - 110012 latest by 2.30 p.m. on 19<sup>th</sup> August, 2013, in a sealed cover superscripting "Quotation for Renovation of premises of AII" along with prescribed earnest money.

(CS Nidhi Godha)  
Company Secretary  
email: [agrinnovateindia@gmail.com](mailto:agrinnovateindia@gmail.com)

## **FORMAT FOR SUBMITTING TECHNICAL PROPOSAL**

### ***APPENDIX A***

#### **I. Consultant's Organization and Experience**

##### ***a) Consultant's Organization***

[Provide here a brief description of the background and organization of your firm/entity. The brief description should include ownership details, date and place of incorporation of the firm, objectives, strengths of the firm etc.]

##### ***b) Consultant's Experience***

[Provide a list of Assignment/job for which your firm was legally contracted for carrying out consulting Assignment/job similar to the ones requested under this Assignment.

<b>Last (Three) year's turnover minimum average of Rs. 50 Lakhs towards the works he has handled</b>
<b>FY 2012-2013</b>
<b>FY 2011-2012</b>
<b>FY 2010-2011</b>

<b>Name and details of similar consultancy services for three works each of costing not less than Rs. 50 Lakhs in the past three years.</b>			
<b>Name of the Project (Details of Address &amp; Contact Nos.)</b>	<b>Group Company/ies</b>	<b>Project Cost</b>	<b>Details of Project Components</b>

#### **II. Comments and Suggestions on the Scope of Work**

[Suggest and justify here any modifications or improvement to the Scope of Work you are proposing to improve performance in carrying out the Assignment/job (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]

### **III. Concept Plan and description of Approach, Methodology and Work Plan for Performing the Assignment**

[The proposal may be divided into the following three sections:

- a) **Concept Plan:** You should give the concept plan here along with the drawings and brief specifications for the interiors.
- b) **Technical Approach and Methodology:** You should explain your understanding of the objectives of the Assignment/job, approach to the Assignment/job, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.
- c) **Work Plan:** You should propose and justify the main activities of the Assignment/job, their duration, phasing, milestones (including interim approvals by the Employer), and delivery dates. A list of the final documents, including reports should be included here.
- d) **Composition of the Team involved:** The consultant should provide the proposed composition of your team that would be involved and responsible in the assignment.]

### **IV. Work Schedule**

[Indicate all main activities of the Assignment, including delivery of reports, designs, statements, Schedules, other documents, etc. (e.g.: interim, draft and final design).

### **V. Undertaking**

[The following declaration should form part of your technical proposal.]

- i. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.
- ii. We have gone through the above details of tender document and have understood/obtained clarification on points of doubt/scope of work. We fulfil the eligibility criteria and shall abide by all provisions of the tender.
- iii. We understand you are not bound to accept any Proposal you receive.
- iv. We understand that the decision of Agrinnovate India Limited shall be final and binding on us.

Signature [In full and initials]:  
Name and Title of Authorized Signatory:

Date:  
Place:

# **Preparation of the Detailed Project Report and Costing Documentation for renovation of proposed Office of “Agrinnovate India Limited” in the premises of NASC Complex, DPS Marg, opposite Dasghara village, New Delhi-110012**

## **Background**

Agrinnovate India Limited (AII) invites quotations for “Architectural Consultancy” for preparation of the Detailed Project Report (DPR) and costing documentation for renovation of proposed Office of Agrinnovate India Limited. The space to be renovated includes already built rooms and hall on the ground floor covering approximately 2000 square feet. The space is located on the ground floor at the GF- 2, “A” Block, NASC Campus, DPS Marg, Opposite Dasghara village, New Delhi-110012 to accommodate around 20 numbers of officers and staff. The working area requires proper renovation to make it more organized and convenient. Interiors should be designed in such ways that it provides the best combination of quality, functionality, operation safety, ergonomic comfort and accessibility to equipment and the technical infrastructures. The area has to be aesthetically designed with functional flexibility meeting all the requirements as given in the Scope of Work.

### **1. Scope of Work:** Following shall constitute Scope of Work:

#### **1.1 Concept Plan:** Architect will prepare and submit Architectural plan for the interiors including:

- Seating plan for about 20 staff including 4/5 individual sitting rooms / cabins for senior level officers; enclosures for 4-5 mid-level management officers and about 10-12 work spaces for other staff;
- A conference/ board room with capacity to seat about 20 persons;
- A reception cum visitors waiting area;
- Facelift to the entry lobby to the office premises of AII;
- Covering/ renovation of open space;
- A small pantry / dining space;
- Washroom(s);
- Discussion area with provision for 2-3 round tables (accommodating around 4 persons on each table);
- Storage and documentation spaces;
- Provision for communication and internet facilities;
- Proper flooring, furnishing and furnitures;
- Any other facility considered important for improved functionality of the office.

- 1.2 Architect shall submit the concept plan for approval of the AII, and will revise the Concept Plan as advised by AII, if required.
- 1.3 Architect shall submit lay out, designs, graphics, drawings and other documents in soft copy and hard copies (3 Nos.) incorporating suggested changes/ modifications where ever necessary.
- 1.4 Architect will prepare specifications required for (i) all fittings, furnishing and finishes, (ii) all furniture, and (iii) all other special purpose interior works required.
- 1.5 Architect shall prepare Estimated Cost Statement for the renovation based on PAR/DSR including the provision to civil, electrical, HVAC interior, water supply and sanitation, acoustics including interiors, fixtures, furnitures, etc. Architect should submit the bill of quantity for complete work.
- 1.6 Architect shall help the client in formulation of detailed specifications, Bill of Quantities and tender documents for inviting the bids for works, based on the final design.
- 1.7 Architect will prepare a “sample board of materials”. They will also provide for the contractors a construction schedule specifying the milestones and the process of implementation/ renovation.
- 1.8 The Architect will be required to submit the detailed design for the interiors along with the specifications, sample board of material, etc. within 15 days of the Award of Work.
- 1.9 Architect will assist AII in getting the approval from the concerned authorities wherever necessary; and will ensure that (i) nothing contained in the Concept Plan violates any applicable regulation, and (ii) all elements of the interior are in conformity to the best environmental, safety and energy conservation standards.
- 1.10 The Architect shall be responsible for supervising the renovation work, for its implementation to the desired quality and giving due regard to its time schedule. For this purpose, he may engage and deploy the suitable site supervisors separately with sufficient work experience. Suitable system shall be developed by Architect for ensuring quality and time schedule for the work and reporting the same to AII.
- 1.11 The activities will include but not limited to the following:
  - 1.11.1 Provide all working drawings and instructions to the contractor, including seeking approval of AII as and when required;
  - 1.11.2 Physically verify all dimensions on site and ensure that they are as per the approved specifications and drawings, and to immediately intimate discrepancies noticed, if any, to the Contractor and the AII;
  - 1.11.3 Be available at sites for constant and full-time supervision and coordination of site work, installation or supplies; and to maintain checklist for day-to-day works including checking the quality and scheduling of associated works;
  - 1.11.4 Facilitate finalization of bills for the works, installations and supplies as per actual execution;
  - 1.11.5 Take necessary actions on behalf of AII to avoid time or cost overrun; and,

- 1.11.6 Ensure that contractors comply with applicable standard norms and all other building codes and safety norms appropriate for the public building and interior works of a government agency, and ensure that AII office works do not violate any applicable government norms.

## **2. Eligibility**

- 2.1 The Architect should be nationally recognized and having specialty in this kind of work. Preference will be given to firms that have demonstrated continued excellence through design awards and other industry-wide recognitions for distinction in design, planning and sustainable architecture.
- 2.2 Architect involved in the project should be registered with the Council of Architects, India.
- 2.3 Architect must have been in an architectural firm for a minimum of 3 continuous years, up to March, 2013.
- 2.4 The applicant should have handled such type of work as architectural Architect of value not less than Rs.50 Lakhs on an annual average during last three years. All eligibility criteria shall be supported by relevant documentary proof.
- 2.5 The architect shall submit conceptual design, layout and brief specifications of all items. He will be required to make a presentation of the design before the Tender Evaluation Committee.

## **3. Terms & Conditions**

- 3.1 The quotation may reach Principal Scientist, Agrinnovate India Limited, GF 2, Ground Floor “A” Block, NASC Campus, DPS Marg, opposite Dasghura village, New Delhi latest by 1430 hrs. on 19<sup>th</sup> August, 2013 in a sealed cover duly superscripted “Quotation for Renovation of premises of AII”.
- 3.2 The quotation shall be in the two Bid Format- Technical and Financial. The envelope containing the technical bid along with the relevant documents should be superscripted -“Technical Bid”. The second envelope shall contain Financial Bid and be superscripted - “Financial Bid”. Both the envelopes shall be sealed and put in a bigger envelope which shall be addressed to the Principal Scientist, Agrinnovate India Limited, New Delhi.
- 3.3 The Technical Bid will be opened and scrutinised.
- 3.4 The Architect will be required to make a presentation of the Concept Plan / design before the Tender Evaluation Committee on 22<sup>nd</sup> of August 2013 at 10 A.M. in conference facility, Office Block in NASC Complex, DPS Marg, opposite Dasghura village, New Delhi. The conceptual plan will be evaluated by the Committee based on the presentation.
- 3.5 The financial bid of only those firms will be opened which qualify the Technical evaluation. The proposed technical evaluation process is given under para 5.
- 3.6 EMD of an amount of Rs. 10,000/- by Bank Draft/ pay order in favour of Agrinnovate India Limited shall have to be submitted along with the Bid. The DD/ pay order should be kept in the bigger envelope.

3.7 Interested parties can visit to see the site on any working day from 8<sup>th</sup> August 2013 to 16<sup>th</sup> August, 2013 between 15.00 to 17.00.

3.8 Agrinnovate India Limited shall have all the rights pertaining to the finalized design.

3.9 All the communications will be addressed to Dr Sanjeev Saxena, Principal Scientist, Agrinnovate India Limited, GF 2, Ground Floor “A” Block, NASC Campus, DPS Marg, opposite Dasghura village, New Delhi. For any queries, you may call at 011-25842122.

3.10 Please note that

- a) the costs of preparing the proposal and of negotiating the contract, including visit to the Company and presentation, are not reimbursable as a direct cost of the Assignment; and
- b) the Company reserves the right to reject all or any of the proposals without assigning any reason thereof.

#### **4. Mandatory Documents**

4.1 Duly signed and completed bid documents.

4.2 Company profile & its constitution.

4.3 Audited accounts of last three years and Income Tax Statements.

4.4 The interested firms must provide information indicating their past experience in related sectors, experience of personnel and financial strength to perform the services in the attached **Appendix A** along with the relevant documents.

4.5 Copy of PAN No., Service Tax No., registration with Council of Architects, India

#### **5. Steps for finalization of Tender**

5.1 First the Technical Bid will be opened and screened. The Architect will have to give a presentation of not more than 10 minutes before the Evaluation Committee. The shortlisting of bidders will be done based on their credentials and the conceptual design submitted along with the technical bid.

5.2 Financial bids will be opened for only firms shortlisted under 5.1 above.

5.3 **Final Selection of Agency:** The final selection of Agency shall be made based on the marks scored in the following sections (The agency scoring maximum marks shall be considered for awarding the job):

- A. Technical -250 Marks
- B. Presentation -50 Marks
- C. Financial -100 Marks

.....  
400 Marks

5.4 The Selected bidder shall then carry out all the items listed under Section 1 “Scope of Work”

5.5 The decision of the Evaluation Committee shall be final and binding on all.

#### **5.6 Payment terms:**

- 60% after approval/acceptance of detail design.
- 40% after completion of renovation work.