

(Request for Empanelment)

**Empanelment of Practicing firms in the field
of
Architecture, Engineering, Landscape, Project Management**

Date of Submission of Proposal : 06/07/ 2020 by 5:00PM only

DISTRICT LEVEL DEVELOPMENT AUTHORITY, NAINITAL

Commissioner's conference Hall, Tallital, Nainital (Uttarakhand)

Phone: (05942) 232800, Fax- 236042

Website: www.ddantl.org.in, Email- secretaryldanainital@rediffmail.com

1. Background

District Level Development Authority – Nainital is the District Level Agency **responsible for:-**

- a. **Assessing development requirement of new development area (the whole district of Nainital area)** and managing of respective Development Authority and apprising the state government of any development concerns.
- b. **Preparation of plans of mega infrastructure development projects in the identified new development area.** Also aligning central/state Govt. schemes for the implementation of such plans alongwith motivating private capital for the same.
- c. Land pooling & land bank creation for provision of Housing & development schemes.
- d. Promoting PPP mode development of mega infrastructure & development projects.

2- SCOPE OF WORK

- 1) The Firm shall have well qualified, competent and experienced manpower. Under no circumstances these Executives/Professionals will be replaced by the Firm without the prior permission of the client.
- 2) The Firm & its employees shall carry out a comprehensive study of all relevant Acts, Manuals, Byelaws, Rules, Regulation and the Procurement Rules of the Government of Uttarakhand etc. as applicable to the Client from time to time. The various provisions made in these manuals/documents shall be borne in mind by the staff posted by the Firm while performing their duties for the Client, to prevent any anomaly/controversy on any matter.
- 3) The Firm will identify the technique, know-how, necessary to design, develop and test the mechanism, methods and procedures that should be in place for the proper management and implementation of the projects undertaken by the Client.
- 4) Firm will properly plan, organize, coordinate and direct its activities to enable the Client to achieve its objectives of infrastructure development and project management in a well planned time bound manner.
- 5) Firm will prepare the projects reports with cost estimation site plan, architectural designs, landscaping structural designs, etc as assigned to it by the Client from time to time.
- 6) Firm shall advise and suggest suitable measure on lowering of costs, promoting innovation etc in the project implementation to the Client in the process of the decision making.
- 7) Firm will function in coordination with various departments of the Client for better management and monitoring of the projects.

- 8) Firm will provide essential technical and managerial support in the planning, processing, monitoring, managing, executing and implementing the projects in a time bound manner without disruption.
- 9) The Firm will carry out a detailed study to the various consultation reports available in the office of the Client.
- 10) Firm shall prepare the time schedule and the phasing of the progress/completion of the projects undertaken by the Client.
- 11) Firm will prepare to implementation plan of the various Projects of the Client and implement the same within the time schedule with due diligence and efficiency in accordance with the sound technical, managerial and innovative inputs acceptable to the Client.
- 12) The Client will provide all necessary information, records, cooperation required by the Firm while performing its duties and responsibilities assigned by the Client.
- 13) The Client may assign any other important tasks related to its projects to the Firm.
- 14) In case of resigning of a resource, Firm shall provide the next resource within a period of maximum 20 days or as mutually agreed upon the DLDA, Nainital.

3- Eligibility

- 2.1 For being considered for empanelment the firm should meet the following minimum criteria:-
 - i. **Have successfully provided Comprehensive services for atleast two projects of the above mentioned services whose project cost is not less than Rs. Five Crores, in the last five years.**
 - ii. **Annual turn over in terms of Consultancy fees earned in the last five financial years is atleast Rs.25 Lakhs.**
 - iii. **Registration with Council of Architecture (Only for the firm who are applying for the Architecture category).**
 - iv. **Have successfully completed atleast two project of above mention category with State, Central Government as direct consultantor Sub-Consultant/Associate to the main consultants in last five years.**
- 2.2 Selected firm shall be empaneled for a period of three years, DLDA-Nainital, however, reserves the right to discontinue the empanelment at anytime without assigning any reasons and shall not be liable to pay any compensation on this or any other account.
- 2.3 Project experience will not be considered unless it is accompanied by work order from the client / Agreement with the client and work completion / experience letter/certificate from the client.

- 2.4 The empaneled firms will require to provide their service on “as and when required basis for different ongoing / future project.
- 2.5 The empaneled agencies would be required to work on projects assigned to them as and when any projects is taken up by DLDA- Nainital on terms and conditions and fee decided by DLDA, Nainital and as per procurement rule 2017of Government of Uttarakhand.

3. Registration Fee : A demand draft of Rs. 5000.00 as registration fee to be deposited alongwith empanelment documents on the name of Secretary, District Level Development Authority, Nainital.

PROCESS OF SELECTION

Selection of agency shall be on the basis of Technical Bid and Financial Bid.

TECHNICAL BID

S.No.	Parameter	Max Points
01	Working experience as a Architect Firm for various Development Authorities/ Different Govt. Departments (10 marks of each authority, upto a maximum of 60 marks)	60
02	Specific experience of the Bidder agency in providing project management company for various projects (04 marks for each assignment, upto a maximum of 20 marks). Project assignment should have minimum value of ₹25.00 lacs.	20
03	Experience in Development of infrastructure/real estate project on PPP format (02 marks for each assignment, upto a maximum of 20 marks). Project assignment should have minimum value of ₹ 1.00 Crore.	20
	TOTAL	100

FINANCIAL BID (COMMISSION RATE IN % OF THE TOTAL PROJECT COST):

(Maximum commission rate 1.50% of project cost)

Note:

1. Only those technical proposal whose technical score is 50 or more will be qualified.
2. Final selection of Firm based on Lowest Rate in Percentage of the project cost.
3. Top 05 Firms/Organization shall be impaneled as a firm.

NOTICE FOR EMPANELMENT OF PRACTISING FIRMS IN THE FIELD OF ARCHITECTURE, ENGINEERING, LANDSCAPE, PROJECT MANAGEMENT, URBAN RE-DEVELOPMENT & PLANNING, AND TOTAL STATION SURVEY

**(Forms to be filled by prospective Firm) GENERAL INFORMATION
Annexure-I**

- Name :**
- Address :**
- Contact Person :**
- Telephone Landline and Mobile :**
- Place and year of Incorporation :**
- Incorporation/RegistrationDetails :**
(enclose copy)
- PAN number (enclose copy) :**
- GSTN (enclose copy) :**
- Organization chart of Key Personnel (enclose copy):**

Annexure-II

Details of qualified and Experience Professionals on the roll

S. No.	NAME	DESIGNATION	QUALIFICATION	EXPERIENCE	YEARS WITH FIRM

Annexure–III

Details of Specialist Associates Consultants working on regular basis with firm

S. No.	Name of Associate	Specialization	No. of Joint works undertaken

Annexure–IV

Details of Office Space and Infrastructure with firm

1. Office space Sq.m :
2. Computers Plotters etc. :
3. Software :

Annexure–V

Details of similar Projects completed and on-going in last five years

S. No.	Project	Scope of Service	Project Cost (Rs.)	Date of Start /Completion	Remarks

Note:-Please attach copy of orders and Client's Certificate.

Annexure–V

Turnover for last five years

S. No.	Financial Year	Turn Over (Rs.)	Remarks
1	2016-17		
2	2017-18		
3	2018-19		
4	2019-20		
5	2020-21		

Note:-Provide balance sheet CA Certificates.

Note:-Each Submitted document should be duly stamped and signed by authorized signatory.