

**INSTRUCTIONS TO  
ARCHITECTURAL/ENGINEERING CONSULTING FIRMS**

**For**

**Empanelment under GMDA**

**EOI No. GMDA/GEN/11/2014/Pt-II/14 dated 02.11.2017**

## INSTRUCTIONS TO APPLICANTS

### 1. General :

Guwahati Metropolitan Development Authority desires to empanel **Architectural/Engineering Consulting firms**. The firms/individuals already empanelled with this Authority vide No. GMDA/GEN/11/2014/Pt-II/13 dated 10.2017 need not apply again. Their empanelment will be continued. However they will have to submit copy of their GST registration certificate to this Authority.

2. The Selection of the **Architectural/Engineering Consulting firms** for the empanelment for carrying out activities i.e. preparation of the **Concept Paper/ Project Proposal/ DPR/ Drawing & Design** etc. for various development work undertaken by the Authority for estimated project value not exceeding Rs. 15.00 crores.

### 3. Eligibility Criteria:

- 3.1 The Applicant can either be an individual, a company, a partnership firm, an academic institute or a non-government organization registered in Guwahati.
- 3.2 An applicant must not have during the last three years, failed to perform on any assignments or an arbitration against the applicant, nor been expelled from any project or agreement nor have had any agreement terminated for breach of contract by such Applicant.
- 3.3 Proposals of all applicants will be evaluated based on appropriate marking system. The categories for making and their respective weight age are as under:

| Sl. No. | Criteria   | Weightage       |
|---------|--|-----------------|
| 1       | <b>Experience of the Firm</b>  | <b>40 Marks</b> |
|         | Proven experience in preparation of reports/design for infrastructure/building projects with Govt/PSUs/autonomous bodies/Authority for at least two projects of value not less Rs. 5.00 crore each during last 10 years.<br>2 projects <b>25 marks</b> |                 |
|         | 3-5 projects <b>35 marks</b>   |                 |
|         | Above 5 projects <b>40 marks</b>   |                 |
| 2       | <b>Qualification of Technical Experts</b>  | <b>40 Marks</b> |
|         | Team of qualified technical experts/specialists in the respective field must be graduate in respective field and experience.   |                 |
|         | Chief consultant<br>5-10 years experience <b>15 marks</b>  |                 |
|         | Above 10 years of experience <b>20 marks</b>   |                 |
| 2.a     | Civil Engineer <b>10 marks</b><br>Must have 5 years of experience  |                 |
|         | Architect <b>10 marks</b>  |                 |
| 2.b     |  |                 |
| 2.c     |  |                 |
| 3       | Experience of firm in project monitoring consultant  | <b>10 Marks</b> |

|   |                                       |          |                 |
|---|---------------------------------------|----------|-----------------|
|   | during last 10 years                  |          |                 |
|   | 2-3 projects                          | 7 marks  |                 |
|   | Above 3 projects                      | 10 marks |                 |
| 4 | Financial                             |          | <b>10 Marks</b> |
|   | Annual turnover between Rs.5-10 lacs  | 5 marks  |                 |
|   | Annual turnover between Rs.10-20 lacs | 7 marks  |                 |
|   | Annual turnover above Rs.20 lacs      | 10 marks |                 |
|   |                                       |          | <b>100</b>      |

NOTE: Supporting documents to be provided by the applicant in the EoI.

#### 4. Selection of the Consultants for Empanelment:

Only those applicants whose proposal scores 70 marks or more shall be selected for empanelment as consultants in merit order.

#### 5. Instructions to the Applicants

5.1 All eligible and qualified applicants through this EoI shall be kept on the Employers empanelment list of architectural firms for a period of 3 years.

5.2 The Authority may revise the empanelment so as to include new firms and exclude those whose performance is not good.

6. Interested applicant may furnish their Expression of Interest (EoI) by giving all the necessary documents in English as specified in the Response Formats for each of the above mentioned qualifying criteria as proof of having the minimum requirements. The employer reserves the right withdraw this EoI, if he/she determines that such action is in the best interest of the Authority.

#### 7. Submission of EoI

The instructions for submitting response to the EoI are mentioned bellow:

- i. The response submitted to this EoI and all correspondence shall be written in English and each page of the application shall be serially marked & signed. The application shall be signed by person/persons on behalf of the organization having necessary authorization/power of attorney to do so.
- ii. The envelopes should be sealed cover superscribed with **“EoI for Empanelment of Architectural/Engineering Consulting firms for Guwahati Metropolitan Development Authority”** and must be submitted before 3.00 pm dated 17.11.2017.
- iii. The EoI submitted should be concise and contain only relevant information as required under this document.
- iv. The applicant submitting their EoI would be responsible for all its expenses, costs and risks incurred towards preparation and submission of their EoI, the employer shall , in no case, be responsible or liable for any such costs whatsoever, regardless of the outcome of the process.

- v. All communications including submission of EoI should be addressed to :

Chief Executive Officer  
Guwahati Metropolitan Development Authority  
Bhangagarh, Guwahati – 781005, Assam  
Ph: 0361-2529650/2529824  
E-mail: ceogmdaghy@gmail.com

**8. Validity:**

The empanelment shall remain valid for 3 years. However, this shall not be binding on the authority to terminate the empanelment at any stage without assigning any reason thereof.

**9. Work Assignment:**

The allotment of works to the empanelled consultant will be at the sole discretion of Authority. The Authority reserves the right to allot works through competitive price bidding of rate not above the prevailing rate fixed by the APWD/Council of Architect.

**10. Opportunity for other Consultants:**

The Authority reserves the right invite competitive open bidding process depending on the nature of works.

**11. Amendments of EoI Document**

At any time prior to deadline for submission of EoIs, the Employer may for any reason, modify the EoI document. The amendment document shall be notified through website and such amendments shall be binding on them.

**12. Disqualification**

The Employer may at its sole discretion and at any time during the evaluation of EoI, disqualify any applicant, if the applicant:

- i. Submitted the EoI after the response deadline;
- ii. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;
- iii. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligation, inordinately delaying completion or financial failures, etc. in any project.
- iv. Submitted EoI that is not accompanied by required documentation or is Non-responsive;
- v. Failed to provide clarifications related thereto, when sought;
- vi. Submitted more than one EoI;
- vii. Was declared ineligible/blacklisted by the Government of India/State/UT Government;
- viii. Should not be in litigation with any Government in India;

**13. Confidentiality:**

Information relating to the examination, clarification, comparison and evaluation of the EoI submitted shall not be disclosed to any of the responding applicants or their representatives or to any other persons not officially concerned with such process until the evaluation process is complete. Undue use by any applicant of confidential information related to the process may result in rejection of its EoI.

**14. Disclaimer:**

- i. The information submitted in response to this EoI may be subject to the public release (as per RTI norms). Therefore, do not include proprietary or confidential business information in your response. Applicants responding to this invitation assume the risk of public disclosure if confidential information is included.
- ii. The invitation is for information purposes only and does not constitute a solicitation or Request for Proposal (RFP). This notice is not to be construed as a commitment by the Employer to contract for services. Please be advised that the Employer will not pay for any information provided as a result of this invitation and will not recognize or reimburse any cost associated with any EoI submission.
- iii. This EoI does not entail any commitment on the part of GMDA, either allotment of work/financial or otherwise.
- iv. The Employer reserves the right to accept or reject any or all EoI without incurring any obligation to inform the effected applicant/s if the reasons.

**Form – I: Details of Consulting Firm**

| <b>Sl No.</b> | <b>Particulars Remark</b>   | <b>Documents to be attached</b>  |
|---------------|---|--|
| 1.            | Name of the Firm  | As mentioned in the Registration Certificate                                   |
| 2.            | Registration  | Registration Certificate   |
| 3.            | Address of Head Office<br>Telephone Number<br>E-mail<br>Fax Number (if any)<br>Name(s) of Contact person(S)   | Full Address Proof   |
| 4.            | Corresponding office address (if different from the above address)<br>Telephone Number<br>Name(s) of Contact person(S) along with mobile number and e-mail id | Full Address Proof   |
| 5.            | Year of Establishment of the organization   | Mention the date of registration and enclosed the certificate of registration. |

|    |                      |  |
|----|----------------------|--|
| 6. | PAN No.              | PAN No. to be mentioned and photo copy of TIN to be attached |
| 7. | GST Registration No. | Please attach documentary evidence                           |

**Form – II: Financial Details**

| Sl. No. | Financial Year (in INR) | Turnover (in INR) |
|---------|-------------------------|-------------------|
| 1.      | 2013-14                 |                   |
| 2.      | 2014-15                 |                   |
| 3.      | 2015-16                 |                   |

**Form – III: Financial Details**

The applicant to submit in separate sheet of eligible assignment for last 10 years as per format below. (To enclose Performance/Completion Certificate from Clients).

| Sl. No. | Name of the project & Location | Name & address of Client | Project Cost (in lakh) | Status of the Project | Scope of Service provided | Consulting fee received (Rs.) |
|---------|--------------------------------|--------------------------|------------------------|-----------------------|---------------------------|-------------------------------|
|         |                                |                          |                        |                       |                           |                               |
|         |                                |                          |                        |                       |                           |                               |

**Form – IV: Details of Manpower (CV to attach)**

| Sl. No. | Name of person | Qualification | Nature of expertise | Years of Experience | Undertaking by each employee | Any to be remarks submitted |
|---------|----------------|---------------|---------------------|---------------------|------------------------------|-----------------------------|
|         |                |               |                     |                     |                              |                             |
|         |                |               |                     |                     |                              |                             |
|         |                |               |                     |                     |                              |                             |
|         |                |               |                     |                     |                              |                             |

**Form – V: List of PMC Works (Certificate from the employer to be attached)**

| Sl. No. | List of Clients with name of the Projects | Project Cost | Scope of service provided | Consulting fee received (Rs.) |
|---------|---|--------------|---------------------------|-------------------------------|
|         |   |              |                           |                               |
|         |   |              |                           |                               |
|         |   |              |                           |                               |

Sd/-  
Chief Executive Officer  
Guwahati Metropolitan Dev. Authority  
Bhangagarh, Guwahati – 5.