

Request for Proposal (RFP)

Selection of Interior Designer / Architect Firm

for

**Renovation, Upgradation, Modernization and
Interior Designing of Twenty Six Rooms with
Counter, Lobby & Conference Hall at the Tourist
Establishment “Saikatabas” in Digha**

Digha Sankarpur Development Authority

Digha :: Purba Medenipur

Memo No.

Date : 09.09.2011

RFP No. 02/DSDA/2011-12

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Name and address of the bidder to whom issued:

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.....

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Date of issue:

Issued by: **Designation**

(Stamp of the Issuer)

SECTION I: NOTICE INVITING BID

- i. The Digha Sankarpur Development Authority proposes to renovate, upgrade, modernize and design the interiors of twenty six rooms with Counter, Lobby & Conference Hall at the Tourist Establishment “Saikatabas” in Digha.
- ii. Sealed Bids are invited on behalf of Digha Sankarpur Development Authority from reputed interior designer / architect firms (hereinafter called “bidder”) for “Renovation, Upgradation, Modernization and Interior Designing of Twenty Six Rooms with Counter, Lobby & Hall at the Tourist Establishment “Saikatabas” in Digha, West Bengal” . If felt necessary a panel may be prepared for the same.
- iii. Details are available on the website: www.wburbandev.gov.in The last date of submission of the bids will be 17th October 2011 at Digha Sankarpur Development Authority Office till 5.00 P.M.
- iv. Earnest Money Deposit (EMD) of Rs. 20,000 in the form of a demand draft/pay order drawn on any scheduled commercial bank in favour of “Executive Officer, Digha Sankarpur Development Authority” payable at Digha should be submitted with the Bid, failing which the bid will be rejected.
- v. The Eligibility Criteria and other terms and conditions are given in the RFP document. Digha Sankarpur Development Authority reserves the right to accept or reject any or all the Bids received without assigning any reason(s) thereof.

SECTION II: INSTRUCTION TO BIDDERS (ITB)

1. BACKGROUND

- 1.1 Digha sea beach is a popular weekend retreat to thousands of tourists thronging the place almost every time of the year.
- 1.2 Digha Sankarpur Development Authority was constituted with an objective of developing the twin Beach Resorts of Digha and Sankarpur as ideal tourist towns and to develop the adjoining areas for the benefit of the local people.
- 1.3 As a part of achieving its objective, Digha Sankarpur Development Authority proposes to **renovate, upgrade, modernize and design the interiors of twenty six rooms with Counter, Lobby & Conference Hall at the Tourist Establishment “Saikatabas”** in Digha

2. SCOPE OF WORK

- 2.1 The bidder shall be responsible for preparation of plans, design-specifications detailing requirements for interior work and supervision of work on a day to day basis and furnishing of the said building, oversight consultancy ,supervision of work and getting the work executed keeping in view the time, cost and quality. **The bidder will need to give tentative cost estimate of the project, for his proposed concept design,** for the twenty six rooms with Counter, Lobby & Hall at the Tourist Establishment “Saikatabas” in Digha and shall work in close co-ordination with the concerned department for successful completion of the project.

- 2.2 The selection of equipment should be energy efficient and the proposed materials to be used should have least negative impact on the environment. The design of interiors should also incorporate a fire fighting system and Disaster Management provisions.
- 2.3 The scope of work shall thus include but not limited to the following:
- **Site evaluation and assessment**
 - **Interior design - space planning development & volumetric study.**
 - **Working Drawings**
 - **Architectural additions and alterations.**
 - **Design of fixed items of work, loose furniture & interior related civil works.**
 - **Illumination design.**
 - **Sound and acoustic design.**
 - **Graphic design and signage.**
 - **Indoor plants cape.**
 - **Selection of materials, equipment and other interior related elements.**
 - **Integration of all Engineering services.**
 - **Periodic inspection and evaluation of works at site.**
- 2.4 The bidder shall prepare all technical design, drawing, specifications, computation, bid documents, reports as maybe required for the purpose.
- 2.5 The schedule of services in the various stage of the work shall be as follows:

The bidder shall, after taking instructions from the Client, render the following services :

CONCEPT DESIGN [STAGE 1] :

Furnish a site evaluation and analysis report with basic approach to circulation, activity

distribution, interaction and external linkages.

Analyse schedule of spaces in relation to activities and site potential.

Prepare conceptual designs with reference to requirements and prepare rough estimate of cost on area basis.

PRELIMINARY DESIGN [STAGE 2] :

Modify the conceptual designs incorporating required changes, prepare the preliminary drawings, interior views and schedule of finishes for the Client's approval along with the preliminary estimate of cost on area basis.

DRAWINGS FOR CLIENT'S /STATUTORY APPROVAL [STAGE 3] :

Prepare drawings necessary for Client's/ statutory approvals and ensure compliance with codes, standards and legislation, as applicable and assist the Client in obtaining the statutory approvals thereof, if required.

WORKING DRAWINGS AND TENDER DOCUMENTS [STAGE 4] :

Prepare working drawings, specifications and schedule of quantities sufficient to prepare estimate of cost and tender documents including code of practice covering aspects like mode of measurement, method of payments, quality control procedures on materials & works and other conditions of contract.

APPOINTMENT OF CONTRACTORS [STAGE 5] :

Invite, receive and analyse tenders, advise Client on appointment of contractors.

CONSTRUCTION [STAGE 6] :

Prepare and issue working drawings and details for proper execution of works during

construction.

Approve samples of various elements and components.

Check and approve shop drawings submitted by the contractor/ vendors.

Visit the site of work and fabrication workshop, at intervals mutually agreed upon, to inspect and evaluate the progress of works and where necessary clarify any decision, offer interpretation of the drawings/specifications, attend conferences and meetings to ensure that the project proceeds generally in accordance with the conditions of contract and keep the Client informed and render advice on actions, if required.

Issue Certificate of Virtual Completion of works.

COMPLETION [STAGE 7] :

Prepare and submit completion reports and drawings for the project as required and assist the Client in obtaining "Completion/ Occupancy Certificate" from statutory authorities, wherever required.

Issue two sets of as built drawings including services and structures

3. GENERAL

- 3.1 A Bidder is eligible to submit only one Bid for the assignment.
- 3.2 The Bidder should furnish a Power of Attorney in favour of the authorized signatory of the firm as per the specified format at Tech Form – 7
- 3.3 A Bidder shall not have a conflict of interest that affects the Bidding Process.
- 3.4 This RFP Document is not transferable.
- 3.5 The Bidders shall be responsible for all of the costs associated with the preparation of their Bids and their participation in the Bidding Process. The Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Bidding Process;

- 3.6 Bidders are encouraged to submit their respective Bids after visiting the Project site and ascertaining for themselves the site conditions, traffic, location, surroundings, climate, availability of power, water and other utilities for construction, access to site, handling and storage of materials, weather data, applicable laws and regulations, and any other matter considered relevant by them.
- 3.7 Notwithstanding anything contained in this RFP document, the Authority reserves the right to accept or reject any Bid and to annul the Bidding Process and reject all Bids at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons therefore.
- 3.8 Any queries or request for additional information concerning this RFP document shall be submitted in writing or by fax and e-mail to the officer mentioned below:

The Executive Officer

Digha Sankarpur Development Authority

Digha : Purba Medinipur

Email : eodsda@gmail.com

Phone : (03220) 266-001/227/228

Fax : (03220)266-001

- 3.9 All disputes arising shall be subject to the jurisdiction of the appropriate court at Kolkata alone and be governed by laws of India.

4. ELIGIBILITY CRITERIA

The bidders fulfilling the following criteria are eligible to participate in the bidding process:

- 4.1 The bidder should preferably be a member of the Council of Architecture.
- 4.2 The bidder should have completed planning and designing of at least one major project of similar nature having a single project costing not less than Rs. 50 lakhs during the last 5 years. Similar nature means work involving conceptualization, designing, renovation of interiors of buildings, design and production of multiple concepts using 3D max or other related design-sofwarees etc.
- 4.3 The bidder should have minimum experience of 7 years in the field. The period of 7 years for the purpose of having completed similar works shall be from 01/09/2004 to 31/08/2011.

The bidder should provide sufficient evidence to satisfy the following eligibility conditions to qualify for submitting the bid:

5. PREPARATION AND SUBMISSION OF BIDS

- 5.1 The Bidder shall provide all the information sought under this RFP document. The Authority will evaluate only those Bids that are received in the required formats along with supporting documents in favour of their credentials, work experience and achievements and complete in all respects.
- 5.2 The Bid shall be typed or written in indelible ink and signed by the authorised signatory of the Bidder who shall also initial each page. All the alterations,

omissions, additions or any other amendments made to the Bid shall be initialed by the person(s) signing the Bid.

- 5.3 Bids shall be submitted in two separate sealed cover and marked as “**Technical Bid**” and “**Financial Bid**” respectively.
- 5.4 The documents accompanying the “Technical Bid” shall include:
- a) Earnest Money Deposit of Rs. 20,000 in the form of Demand Draft/Pay Order
 - b) Filled Tech Form -1 to Tech Form 7, as per the specified format
- 5.5 The authorized signatory of the Bidder shall initial each page of the Bid.
- 5.6 The Bidder shall submit the “Financial Bid” in the format specified at Fin Form-1.
- 5.7 Each of the two envelopes specified above shall be placed in an outer envelope, which shall be sealed. Each of the envelopes shall clearly bear the following identification:
- “Bid - Selection of Interior Designer / Architect firms for Renovation, Upgradation, Modernization and Interior Designing of Twenty Six Rooms with Counter, Lobby & Conference Hall at the Tourist Establishment “Saikatabas” in Digha ”** and shall clearly indicate the name and address of the Bidder.
- 5.8 Bids shall be submitted at Digha Sankarpur Development Authority Office.
- 5.9 If the envelopes are not sealed and marked as instructed above, the Authority assumes no responsibility for the misplacement or premature opening of the contents of the Bid submitted.
- 5.10 Bids submitted by fax, telex, telegram or e-mail shall not be entertained and shall be rejected.
- 5.11 Any alteration/ modification in the Bid or additional information supplied subsequent to the Bid Due Date, unless the same has been expressly sought for by the Authority, shall be disregarded.

- 5.12 The Bids shall be valid for a period of not less than 120 (one hundred and twenty) days from the Bid Due Date. The validity of Bids may be extended by mutual consent of the respective bidders and the Authority.
- 5.13 A pre-bid conference will be held on 26th September, 2011 at the Conference Room of Urban Development Department at 12.00 P.M.

6. BID DUE DATE

- 6.1 The last date of submission of the bids will be 17th October 2011 at Digha Sankarpur Development Authority Office till 5.00 p.m.
- 6.2 No bid will be received after aforesaid date and time, under any circumstances whatsoever. However, if that day is declared as holiday the time shall be deemed to be extended to the next working day up to 5:00 p.m.
- 6.3 Bids received by the Authority after the specified time on the Bid Due Date shall not be eligible for consideration and shall be summarily rejected.

7. EVALUATION OF BID AND SELECTION OF BIDDER

- 7.1 The Authority shall open the Technical Bids on 19th October, 2011 at the Conference Hall of Urban Development Department at 11.00 A.M.
- 7.2 The Authority will subsequently examine and evaluate the Technical Bids in accordance with the provisions set out in this RFP document.
- 7.3 To facilitate evaluation of Bids, the Authority may, at its sole discretion, seek clarifications in writing from any Bidder regarding its Bid.
- 7.4 Prior to evaluation of Technical Bids, the Authority shall determine whether each Bid is responsive to the requirements of the RFP document. A Technical Bid shall be considered responsive only if:
- a) it is received as per the format specified;
 - b) it is received by the Bid Due Date including any extension thereof;
 - c) it is signed, sealed, bound and marked as stipulated in the RFP document;

- d) it is accompanied by the Earnest Money Deposit as specified in the RFP document;
 - e) it contains all the information (complete in all respects) as requested in this RFP Documents (in formats same as those specified);
 - f) it does not contain any condition or qualification; and
 - g) it is not non-responsive in terms hereof.
- 7.5 Shortlisted bidders on the basis of technical bids, will be required to make presentation of their concept designs on the same date.
- 7.6 Financial bids of the shortlisted bidders whose concept designs are approved by the evaluation committee shall be opened on 20th October, 2011.
- 7.7 The Bidder adjudged as responsive in terms of Clause 7.4, shortlisted on submitted concept design and quoting the lowest price bid for the stipulated assignment shall be declared as the successful Bidder.
- 7.8 This RFP document and related documents, if any shall form a part of the contract document. The successful bidder / contractor, on acceptance of his bid by the Accepting Authority, shall within 15 days from the stipulated date of start of the work sign the contract.
- 7.9 The selected bidder shall submit the complete designs of the work within 15 days from the date of award of the contract to him. These designs shall be prepared in consultation with the concerned Department.
- 7.10 After consultations, designs should be finalized and freezed within another 7 days. Any delay in submission of complete designs or finalization and freezing of designs attributable to the consultant shall invite penalty, which may be forfeiture of the entire or part amount of performance guarantee and security deposit.

8. EARNEST MONEY DEPOSIT (EMD)

- 8.1 EMD of Rs. 20,000 shall be in the form of a demand draft/pay order drawn on any scheduled commercial bank in favour of “Executive Officer, Digha Sankarpur Development Authority” payable at Digha and having a validity period of not less

than 120 days from the Bid Due Date, as may be extended by the Bidder from time to time.

- 8.2 Any Bid not accompanied by the EMD shall be rejected by the Authority as non-responsive.
- 8.3 The EMD of unsuccessful Bidders will be returned by the Authority, without any interest, as promptly as possible on acceptance of the Bid of the Selected Bidder or when the Bidding process is cancelled by the Authority. Bidders may by specific instructions in writing to the Authority give the name and address of the person in whose favour the said demand draft shall be drawn by the Authority for refund, failing which it shall be drawn in the name of the Bidder and shall be mailed to the address given on the Bid.
- 8.4 The Selected Bidder's EMD will be returned, without any interest, upon the Bidder signing the Contract Agreement with the provisions thereof and provide specified performance security. The earnest money amount will be converted into performance guarantee in case of the successful bidder on request.
- 8.5 The EMD shall be forfeited and appropriated by the Authority as mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, inter alia, time, cost and effort of the Authority without prejudice to any other right or remedy that may be available to the Authority hereunder or otherwise, under the following conditions:
 - a. If a Bidder submits a non-responsive Bid;
 - b. If a Bidder engages in a corrupt practice, fraudulent practice, coercive practice,
 - c. undesirable practice or restrictive practice;
 - d. If a Bidder withdraws its Bid during the period of Bid validity as specified in this RFP document and as extended by the Bidder from time to time;
 - e. In the case of Selected Bidder, if it fails within the specified time limit to sign the Agreement

9. PERFORMANCE SECURITY

- 9.1 For securing the performance under the terms & condition of RFP document, the Selected Bidder shall be required to provide a performance guarantee of Rs. 50 lakhs in the form of an irrevocable Bank Guarantee of any Scheduled Bank, with a validity for a period not less than six months, immediately on being selected as the Contractor executing the project.
- 9.2 In case of non-compliance of the work order, the Performance Security will be forfeited and further action shall be taken at the costs of the Party.

10. OTHER TERMS & CONDITION

- 10.1 The rate(s) must be quoted in decimal coinage. Amounts must be quoted in full rupees by ignoring fifty paise and less and considering more than fifty paise as rupee one.
- 10.2 The rates quoted shall include all taxes and levies.

SECTION III: FORMATS

FORMATS FOR TECHNICAL BID

TECH FORM -1: LETTER OF TRANSMITTAL

(On the letterhead of the lead member of the bidder)

FROM:

**To
The Executive Officer
Digha Sankarpur Development Authority
Digha
Dist Purba Medinipur**

Dear Sir,

SUBJECT: "Bid - Selection of Interior Designer/Architects Firms for Renovation, Upgradation, Modernization and Interior Designing of Twenty Six Rooms with Counter, Lobby & Conference Hall at the Tourist Establishment "Saikatabas" in Digha

Having examined the details given in RFP Notice for the above as, I/we hereby submit the relevant information for considering my/our Bid

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms 'A' to 'E' and accompanying statements are true and correct.
2. I/We have furnished all information and details necessary for Bid and have no further pertinent information to supply.

3. I/We also authorize Digha Sankarpur Development Authority or their authorized representatives to approach individuals, employers and firms to verify our competence and general reputation.
4. I/We submit the following certificates in support of our suitability, technical know-how and capability for having successfully completed the following projects along with prescribed format:
5. I/We shall be jointly and severally liable to the Client for all the Contractors obligation and liabilities as per the contract.

For and on behalf of the Bidder

Signature of Authorized Representative

Enclosures:

Seal of Bidder:

Date of submission:

Dated.....

Designation.....

TECH FORM -2: GENERAL PARTICULARS OF BIDDER

(On the letterhead of the bidder's firm)

(Kindly provide separate sheet for each consortium member)

1. Name of the firm (Lead Firm in case of Consortium):

.....

(Attach an attested photocopy of Certificate of Registration)

2. Legal Status of the Firm: Individual company/Partnership firm/Joint Venture firm

.....

3. Registered Address:

Telephone:

Fax

Email

4. Contact Person, Designation and Address including email id

.....

5. Number of years of experience

.....

6. Number of similar projects for which similar comprehensive design and services have been provided during the last five years with details

.....

.

7. Details of Directors or Partners and Consortium (if formed for this assignment)

.....

.....

8. In case the company is subsidiary, the involvement, if any, of the Parent Company:

.....

9. State whether in-house expertise is available for all services/sub-systems. If not, details of sub-system to be involved in the Project

.....
.....
.....

10. Has the bidder or any constituent partner in case of partnership/Consortium, ever abandoned the awarded project before its completion? If so, give name of the project and reasons for abandonment.

.....
.....
.....

11. Has the bidder, or any constituent partner in case of partnership firm, ever been debarred/black listed for competing in any organization at any time? If so, give Details.....

.....

12. Has the Bidder, or any constituent partner in case of partnership firm, ever been convicted.

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.....
.....

For and on behalf of the Bidder

Signature of Authorized Representative

Dated.....

Designation.....

•
(Seal of the Firm)

TECH FORM -3: EXPERIENCE OF SIMILAR WORK*(On the letterhead of the bidder's firm)***Completed / Ongoing projects**

Sl No.	Name & Location of the Project	Employers name & Address	Value of the Project	Duration of the Project	Exact Role	Whether by Self or Consortium formed	If done in consortium then specify the percentage share.

*Note : Kindly enclose the supporting documents for each of the details provided.***Signature of Authorised Representative****Dated.....****Designation.....****(Seal of the Firm)**

TECH FORM -4: PROPOSED KEY PERSONNEL & CVs

Details of Key Personnel proposed for this assignment

Sl no.	Designation	Number of Proposed personnel	Technical Qualification	Total Years of Relevant Experience	Details in Annexure
1.	Project Manager				
2.	Landscape Architects				
3.	Civil Engineer				
4.	CAD – 3D Modelling Experts				
	Other (Please specify)				

CV's of KEY Personnel

Name of the Personnel	
Designation	
Name & Address of the firm currently employed with	
Years with the Firm	
Proposed Position (and degree of responsibility)	
Qualification (technical & general)	
Membership in Professional Bodies	
Experience & Training (relevant in context of assignment)	
Employment record	Name of firm
	Position held
	Years of Employment

Signature of Authorised Representative

(Seal of the Firm)

TECH FORM -5: FINANCIAL STATUS*(Kindly provide details for each consortium member separately)***Financial Status**

Sl No.	Year	2011-10	2010-09	2009-08	2008-07
1	Total Assets				
2	Current Assets				
3	Total Liabilities				
4	Current Liabilities				
5	Profit before Taxes				
6	Profit after Taxes				
7	Net Worth (1-3)				
8	Annual Turnover				

* Attach audited balance sheets in support of the data clearly marking the relevant portion. Also attach copies of Income Tax Returns filed.

Signature of Authorised Representative

(Seal of the Firm)

TECH FORM -6: PERFORMANCE REPORT OF WORKS**(ON CLIENT'S LETTER HEAD)**

1	Name of the project and location	
2	Agreement No.	
3	Estimated Cost.	
4	Built up Area	
5	Date of Start	
6	Date of completion	
7	Role of bidder (areas of work)	
8	Amount paid for the work	
9	Details of Delay (if any)	
10	Performance Report	
	A. Quality Of Design concepts	Very good/good/fair/poor

Signature of Authorised Representative

(Seal of the Firm)

TECH FORM -7: POWER OF ATTORNEY (in favour of an authorized signatory)

(On the non-judicial stamp paper of Rs. 100)

Know all men by these presents, We, _____ (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorise Mr. / Ms (Name), son/daughter/wife of _____ and presently residing at _____, who is [presently employed with us and holding the position of _____], as our true and lawful attorney (hereinafter referred to as the “Attorney”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our bid –“**Selection of Interior Designer/Architect Firms for Renovation, Upgradation, Modernization and Interior Designing of Twenty Six Rooms with Counter, Lobby & Conference Hall at the Tourist Establishment “Saikatabas” in Digha**” proposed or being developed by the “Authority including but not limited to signing and submission of all bids and other documents and writings, participate in bidders' and other conferences and providing information / responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts and undertakings consequent to acceptance of our bid, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our bid for the assignment and/or upon award thereof to us and/or till the entering into of the Contract Agreement with the Authority.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, _____, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS _____ DAY OF _____, 20**.

For _____

(Signature)

(Name, Title and Address)

Witnesses:

1.

2.

Accepted

[Notarised]

(Signature)

(Name, Title and Address of the Attorney)

Notes:

- *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.*
- *Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*
- *For a Power of Attorney executed and issued overseas, the document will also have to be legalised by the Indian Embassy and notarised in the jurisdiction where the Power of Attorney is being issued.*

FINANCIAL BID FORMAT

(To be submitted in a separate sealed envelope)

FIN FORM -1: FINANCIAL BID*(On the letterhead of the bidder's firm)*

1. RFP Document Number :
2. Name of the Bidder :
3. Full Address of the Bidder :
4. Bidder's proposal number and date :

Reference: **REQUEST FOR PROPOSAL FROM INTERIOR DESIGNERS /****ARCHITECTS FIRMS****FINANCIAL BID FOR UNDERTAKING THE ASSIGNMENT**

“RENOVATION, UPGRADATION, MODERNIZATION AND INTERIOR DESIGNING OF TWENTY SIX ROOMS WITH COUNTER, LOBBY & CONFERENCE HALL AT THE TOURIST ESTABLISHMENT “SAIKATABAS” IN DIGHA”

No.	ITEM	Cost (In INR)		
		Cost	Taxes	Total Cost

Signature of Authorised Representative.

Dated.....

Designation.....

(Seal of the Firm)