

## **TERMS OF REFERENCE FOR PREQUALIFICATION OF ARCHITECTS –CUM-PMCS FOR CONSTRUCTION OF INTERNATIONAL LACE TRADE CENTRE AT NARSAPUR MEGA CLUSTER.AP.**

Export Promotion Council of Handicrafts (EPCH) invites pre-qualification applications from reputed & experienced **Architects/Consultants** to conceptualize, design and development of its proposed International Lace Trade Centre to be set up at Narsapur Mega Cluster, Andhra Pradesh.

The proposed centre shall be set up in an approximate area of **60,000 sq.ft** with appropriate buildings. The works also includes development of other infrastructure such as roads, Electrical works, Sewerage & Drainage, Landscape works and compound wall etc.

**Estimated cost of work Rs.11 Cr. to Rs. 12Cr.** (Approx)

### **SCOPE OF WORK**

The scope of work includes following activities in consultation with EPCH in planning, designing & supervision of work to make the proposed building of International Lace Trade Centre, assist in preparation of tender documents, Pre-qualification of specialized contractors (if needed), recommendations on tenders of specialized works related to Civil works along with supervision, checking of bills etc.

The services of an Architect is being sought to provide the necessary services to enable EPCH to execute the project.

### **SERVICES TO BE PROVIDED BY ARCHITECT / PMC**

The Architect will be required to do the following work in consultation with EPCH:

- Preparation of Architectural Sketch Designs of the proposed work, and on approval thereof.
- Preparation of final Architectural drawings, submission of drawing and it's approval from Export Promotion Council for Handicrafts Local/Civic/Govt. and Competent Authority.
- Any statutory payments made to the Local/Civic/Government authorities concerning to project on behalf of EPCH shall be approved and paid extra by EPCH.
- Preparation of specifications and schedule of estimated quantities
- Preparation of architectural working drawings, for execution of construction activity.
- Structural drawing shall be prepared by structural consultant, who shall be appointed and paid by the architect.
- Assist in selection of Contractor (s).

- Provide periodic supervision of the construction activity and attend to all important matters incidental thereto.
- All other consultants, if required, shall be appointed separately with consultation of the architect, and their fee shall be paid by EPCH separately.
- Chairman-EPCH shall act as the arbitrator between client and the Architect-cum-PMC services.
- Preparation of Master time schedule for completion of projects.
- Preparation of Tender documents
- Preparation of advertisement inviting Expression of Interest from tenderers
- Assistance in pre-qualification of the tenderer
- Assistance in negotiation with the tenderers
- Selection of the Contractor for Execution of Project
- Monitoring /supervision of construction of the projects.
- Legal vetting of all the contracts/ agreements.
- Architect to hold meetings with the contractors. The monthly site meetings will be held in the last week of every month to discuss contractual matters-progress, time schedules and other issue of the contract.
- Possession of completion certificates from concerned local authorities.
- Assist in the close out FEES

Scope shall also includes design, working design, detailing, and supervision of architectural structural ,interior design, HVAC, Electrical, FA/PA/CCTV/Access control/ PHE, IBMS, Kitchen, AV and VC facilities, Campus landscape design. High side services shall be along with the Architectural design of the building and Low side services will be with the Interior design of the facility.

#### **BASIC CRITERIA FOR PRE-QUALIFICATION OF ARCHITECTURAL FIRMS :**

Reputed Architectural consultants / firms who have successfully executed similar types of works may apply for pre-qualification provided they satisfy the qualification criteria as stipulated hereunder:

- Intending Architectural consultants / firms who have worked for Government / PSUs / financial institutions / EPCHs, reputed corporate etc. and having at least three years of experience
- The applicant must be well conversant of working in Andhra Pradesh and having its establishment/ branch office/ representative in Andhra Pradesh.

#### **THE INTERESTED FIRMS MAY APPLY IN THE PRESCRIBED FORMAT (AS PER ANNEXURE I)**

The eligible Architectural firms may obtain the format from the website [www.epch.in](http://www.epch.in)

The complete applications on duly filled prescribed format along with all necessary particulars as stated in the prescribed format should be submitted in a sealed cover superscribing **“Prequalification of Architectural-cum-Project Management Services Consultants / Firms for Consultancy Cum PMC job of International Lace Trade Centre, Narsapur, AP”** at the following address on or before 3.00 PM **on 21.03.2012 (Wednesday)**. Applications shall be opened on next working day at 3.00 PM at the address given below. The interested firms may depute their representatives at the time of opening of applications.

**EXPORT PROMOTION COUNCIL FOR HANDICRAFTS**  
 “EPCH HOUSE”, Pocket 6 & 7, Sector-C, Local Shopping Centre  
 Vasant Kunj, New Delhi-110070  
 TEL: 91-11-26135256 FAX: 91-11-26135518/19

**The Selection process will be as under:**

1. Selection will be made based on particulars and documents furnished by the applicant as required and satisfactory verification carried out by the EPCH. Incomplete information in the application will lead to summarily rejection of application. If any information furnished by the applicant is found incorrect at a later stage, the firm shall be liable to be debarred from tendering / taking up the work.
2. The applicants will be first evaluated against the stipulated eligibility criteria of the EPCH. Compliance of all the stipulated criteria is mandatory. In case of large number of applications (10 or more) meeting the minimum eligibility criteria, further evaluation and short listing will be carried out on the basis of details furnished by them to restrict the numbers by the Evaluation Committee. The method of evaluation will be as under:

Sl. No.	CRITERIA	Weightage
a)	Experience in qualifying works in the last 3 years	40
b)	Experience in works undertaken for major firms during the last 5 years	20
c)	Client Certificate and recommendations	20
d)	Organizational setup including staff strength, Infrastructural facilities(details to be attached) Consultants/associates including in-house capabilities for various services(details to be attached)	20
	<b>T O T A L</b>	<b>100</b>

If necessary, the applicant shall coordinate for the site visit of their qualifying works with their clients.

3. The decision of the EPCH whatsoever shall be final and binding.

Designs and Technical details along with financial bid for services will be invited from the shortlisted applications and the Evaluation committee will rank their designs on the following criteria:

SL. NO.	CRITERIA	POINTS
a)	Main thematic vision, originality of concept, aesthetics and innovation	50
b)	Quality and Efficiency of design and facilities planned	25
c)	Speed, Ease of construction, sustainability, cost towards maintenance	25

4. Engagement of consultants/ firms for the project will be restricted to those considered eligible from the applicants of the process and no further press notice will be issued. Only pre-qualified firm will be called for presentation before the selection committee.
5. For any other clarification, intending agencies may contact at the above mentioned address before the last date of submission during working hours as mentioned above.
6. Incomplete applications and applications not filled properly with requisite details are liable for rejection and EPCH will not entertain any further communication in such cases.
7. The EPCH reserves the right to accept or reject any or all applications without assigning any reasons whatsoever

## Annexure-A

### Particulars of the Form to be furnished for the purpose of Pre-qualification of firms

1.	Name of the Firm/ Organization	:
2.	Address with telephone/mobile/fax /E-mail details	:
3.	Year of Establishment	:
4.	Constitution of the firm (whether Proprietary/Firm/ partnership etc.)	:
5.	Name/list of Proprietor/Partner with their professional qualifications, membership details such as council of Architecture, Indian Institute of Architects etc with validity period, experience (Details may be furnished in a separate sheet, if necessary).	:
6.	New <b>Service Tax registration no.</b> with proof.	:
7.	Whether an assesses of Income Tax. If so, mention permanent account number. <b>(PAN)</b> Furnish copies of <b>Income Tax clearance certificate for last 3 years.</b>	:
8.	If you are registered in the panel of other organizations/statutory bodies, such as CPWD/PWD/MES/EPCHs/LIC/Public Sector under takings/Railways etc. furnish their names, category and date of registration.	: As per proforma-I
9.	Photographs/brochures of projects undertaken by the firm	
10.	Turnover of the firm of last three years (Please attached the last 3 years audited accounts . 01-04-2008 to 31-03-2009 01-04-2009 to 31.03.2010 01-04-2010 to 31.03.2011	
11.	Detailed description of works handled for organizations in the past and works being handled at present.	: As per Proforma – III
12.	Furnish the names with address, contact telephone/mobile number of three responsible persons who will be in a position to certify about the services as well as the past performance of your organization.	i) ii) iii)
13.	Any other relevant information, if any.	:

Date: -

Place: -

Signature  
With Seal

**Note:** i) The format is to be typed or Hand written neatly. In case, the space is not Sufficient enough to fill in, a separate format may be furnished with the above details.

**Enclosure to Annexure A**

**PROFORMA – II**

**Name of the Firm:**

Sn	Name	Designation	Qualification	Experience	Years with the firm	Any other information
1	2	3	4	5	6	7
Technical Personnel of the Firm –						

**Signature with seal**

**Enclosure to Annexure A**

**PROFORMA – III**

**Particulars in respect of works handled in the past :**

SL	Name of work/project with address	Short description of works executed/Handled costing more than the amount as per 'AD'	Name and address of the organization to whom services given with the names of the technical officers/Engineer-in-charge & telephone/mobile number	Cost of Works (to mention the cost of works more than as per 'AD')	Year of work/project	Remarks.

**Signature with seal**

**Note:** - Relevant information and copies of work done / agreement / credential etc. and all documentary evidence to substantiate the above information to be furnished along with the proforma.