

**EXPRESSION OF INTEREST**

**FROM**

**ARCHITECTS/ ARCHITECTURAL FIRMS**

**FOR**

**PROVIDING ARCHITECTURAL CONSULTANCY**

**FOR RENOVATION OF CONFERENCE HALL AND VISITOR'S LOUNGE AT PPEI  
BUILDING, PLOT NO. 25, SECTOR-16A, NOIDA - 201301**

**EXPRESSION OF INTEREST – FOR RENOVATION OF CONFERENCE HALL AND VISITOR’S LOUNGE AT PPEI BUILDING, PLOT NO. 25, SECTOR-16A, NOIDA - 201301**

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# SECTION – I

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## **EXPRESSION OF INTEREST – FOR RENOVATION OF CONFERENCE HALL AND VISITOR’S LOUNGE AT PPEI BUILDING, PLOT NO. 25, SECTOR-16A, NOIDA – 201301**

### **PREAMBLE**

1. Bharat Heavy Electricals Limited (BHEL) has its registered office at BHEL House, Siri fort, Hauz Khas, New Delhi -110049.
2. BHEL PEM has offices of ED-PEM & PEM engineering departments.
3. BHEL PEM has a total built up area of about 6000 sqm.

The area under occupation also includes Car Parking, adjoining green belt, BHEL-PSNR OFFICE, HRDI OFFICE, MPL BLOCK, PS-TS LAB and space for DG Set.

### **EXISTING BUILDING**

- a) The BHEL PEM building is a RCC framed structure. Exterior finishing material mainly comprises of tile finish and Aluminum framed doors & windows. As such BHEL PEM have structural drawing along with layout drawing.
- b) Interior finishing mainly comprise of marble except vitrified tiles in some area. The partitions / paneling in the premises is primarily of aluminum braced partition. The false ceiling is a combination of Aluminum and POP with Gypsum Board / GRG panels over GI member frame.

### **PRESENT REQUIREMENT**

1. BHEL is on the look for a reputed Architectural, Engineering and interior Design Consultancy firm comprising of Architects / Architectural firm for Architectural Design & detailing as well as interior designers with good experience and Engineering Design Consultancy for providing all Services in the following disciplines:
  - Public health w.r.t. renovation of toilets etc.
  - Envisaging and Designing energy-efficient Electrical fittings / fixtures.
  - Augmentation of HVAC System, if necessary, to cater to entire occupants considering the requisite ambience & functionality.
  - Firefighting system w.r.t. sprinkler system & smoke detections system and other statutory safety requirements and integrating these with underground fire tank.
  - Building Automation, LAN, Communication and Audio Visual facilities.
  - Interior works.
2. It is anticipated that the renovation/improvement work shall be commences in 3 months.
3. BHEL proposes to renovate/ improve the existing conference hall to an Audi cum conference hall with more meeting rooms and visitor’s lounge. It is proposed to consider an aesthetically appealing, functionally suitable, energy saving, modular architectural design with access control and Intelligent building management system incorporated in the design. The design shall enable faster execution with flexibility to accommodate changes / modifications, if required, at a later date.

### **AIM & OBJECTIVE**

The aim is to select suitable reputed Architectural and Engineering Design Consultancy firms for providing architectural concept and architectural designs for BHEL PEM Conference Room, meeting rooms & Visitors’ lounge.

## **ROLE OF THE SELECTED ARCHITECTURAL AND ENGINEERING DESIGN CONSULTANCY FIRM**

The role of the selected firm is to provide a complete and comprehensive Architectural concept, Design, detailing and Engineering Design Consultancy and detailing for all requirements for renovation of BHEL PEM conference room, meeting room & visitor's lounge, including but not limited to the following:

- a) Preparation of necessary elevation & sections drawings of the building as existing today required for planning.
- b) Submission of Feasibility Report covering the following:
  - Assessment of current state.
  - Broad scheme of interior facelift including the impact of any such interior façade on the lighting & ventilation inside and suggest ways to augment, if necessary.
  - Space planning based on space requirements.
  - Area wise service requirements and planning.
- c) Suggesting alternatives & schemes, Preparation of layout & elevation as per requirement of BHEL and concept presentation.
- d) Modification in the scheme as per changes desired and get the final scheme approved by BHEL along with preliminary estimate of cost and project schedule with Bar chart.
- e) Preparation of Building plans (Floor plans) containing the following:
  - Sections and Elevations.
  - Equipment/ Furniture layout
  - 3D view/model and blow-ups of critical areas/computer walk through etc.
  - Internal & external finishing details with area chart
  - Fully dimensioned and all minute details required for renovation.
- f) Preparation of item wise details of specification, schedule of quantities, estimate, detailed working drawings.
- g) Preparation of tender document, scrutiny of tenders received, preparation of CST and recommendations.
- h) Supervision of works , revision of design & drawing , co-ordination between different vendors, checking of materials & quality control, measurement of works & certification of bills and any other connected job.
- i) Submission of completion report along with as-built drawing in triplicate to BHEL.

The selected firm shall also provide Engineering Design Consultancy for all related fields including design & detailing, furnishing all drawings and details required for renovation, inspection during renovation etc., for all related packages connected with above scope of work.

## **QUALIFYING REQUIREMENTS**

- (a) Since Architectural concept and design is the prime consideration, reputed Architect / Architectural firms (combined with Engineering Consultancy) shall be the main lead for the project. Hence applications from individual / firms with major exposure to Architecture will be considered.
- (b) The Architect / Architectural firms with creativity and vision for future with a demonstrable track record of rendering architectural concept / design services / other services for:
  - At least one project worth Rs.1.6 Crores involving construction / renovation of office premises with at least 10,000 sqft. area; or
  - At least two projects worth Rs.1.0 Crores each involving construction / renovation of office premises with at least 7500 sqft. area each; or
  - At least three projects worth Rs.80 lakh each involving construction / renovation of office premises with at least 5000 sqft. area each.

- (c) Architectural and Engineering Design Consultancy firms shall possess expertise and experience in complete design of institutions/public buildings incorporating relevant and latest emerging features in the field.
- (d) Architectural and Engineering Design Consultancy firms shall have adequate in house expertise and experience in planning, designing of architectural concept and designs, structural, civil, public health, Electrical, HVAC services, Elevators, Firefighting systems, Building Automation, LAN, Communication, Audio Visual facilities, Interior works & Acoustics etc., required for renovating BHEL PEM(As mentioned in the scope).
- (e) Architectural and Engineering Design Consultancy firm that follow the eligibility criteria laid down by the Council of Architecture (India)\* are eligible to participate. The onus of the Architect and Engineering Design Consultancy firm's eligibility as per the Council of Architecture (India) guidelines shall rest with the firm itself.
- (f) Delhi & NCR based Architect / Architectural firms and Engineering Design Consultancy firm is preferred. However, interested Architect / Architectural firms and Engineering Design Consultant firms from other states/cities shall have Associate Architects and Engineering Design Consultants based in Delhi.
- (g) Interested Architect/ Architectural and Engineering Design Consultancy firms of repute, having similar exposure in designing and execution of the institutions / Public Buildings are hereby invited to submit their "Expression of Interest" (EOI) for providing Architectural services for **Renovation At BHEL PEM, PPEI Building, Plot No. 25, Sector-16A, Noida - 201301**. BHEL, reserves the right to reject any or all applications received without assigning any reason or incurring any liability thereof. For further clarification, you may contact **Sr.Dy.General Manager (HR-GAX), BHEL PEM, PPEI Building, Plot No. 25, Sector-16A, Noida - 201301; Phone 0120-4368568, 4329047**, email : **satanlal@bhhelpem.co.in**

\* Council of Architecture (India), India Habitat Centre, Core 6A, Ist Floor, Lodhi Road, New Delhi 110003, India Tel: 0091-11- 24654172 / 24654173 /24648415 Fax: 0091-11-24627746.

## **Commencement & Completion of work**

The Consultant shall commence preparation of Renovation scheme within 5 days on placement of LOI and the activities mentioned above (a) to (c) shall be completed within 6 weeks. The time required for completion of total work is estimated to be 6 months.

## Payment Terms

- a) The consultancy fee for the scope of work as specified above shall be quoted only in terms of percentage of total project cost. No deviation on this account will be permitted. Any deviation will be treated as non-compliance and the tender will be rejected summarily.
- b) Five stages have been envisaged for the purpose of payment of consultancy fee on pro-rata basis which are broadly in line with fee structure prescribed by Council of Architecture, New Delhi for similar works. No deviation on account of percentages allocated to different stages will be permitted. The various stages are as under:

Stage I	On submission and acceptance of conceptual design, preliminary estimate and presentation of scheme.	10%
Stage II	Preparation of basic drawing, seeking & obtaining approval from the concerned authorities , item wise details of specification , schedule of quantities, estimate, detailed working drawings and tender document.	40%
Stage III	Scrutiny of tenders received, preparation of CST & recommendations	10%
Stage IV	During execution of work	* 30%
Stage V	On completion of work	10%

\* Payment of stage IV will be made on the basis of pro- rata billing of actual work executed.

- c) Statutory deductions as applicable shall be made from each payment.
- d) In case the Architect fails to provide the services as specified above, the same shall be got done from the other agencies at his cost and risk.

## Penalty for delay

In case the bidder fails to complete the work in the specified time, BHEL shall levy penalty @ 1/2% of contract value per week of part thereof starting from the schedule completion date, subject to a ceiling of 10%

## Arbitration

All disputes, differences, claims and questions whatsoever arising out of this Agreement shall be referred to Arbitration which shall be conducted in accordance with the provisions of the Indian Arbitration and Conciliation Act 1996 or any statutory modification thereof. The venue of the arbitration shall be at New Delhi.

## Mode of Price Bid

Generally the price bids are received in a sealed cover with price being quoted in a prescribed format. However, in the present case, the price bid for consultancy fee in the form of percentage of total cost of works would be preferably finalized through on-line Reverse Auction as recommended by CVC. Our Service provider would provide necessary training to those who are not familiar with the system.

## Earnest Money Deposit

Earnest money is to be paid by each bidder along with the technical bid. The amount of EMD shall be 10% of the a fee amount. EMD shall not carry any interest.

## SECTION - II

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### EXPRESSION OF INTEREST – FOR RENOVATION OF CONFERENCE HALL AND VISITOR'S LOUNGE AT PPEI BUILDING, PLOT NO. 25, SECTOR-16A, NOIDA – 201301

#### INFORMATION & INSTRUCTIONS FOR APPLICANTS

##### 1. GENERAL:

1. Letter of transmittal and forms 'A' to 'C' (i & ii) seeking information/documents are given in Section -III.
2. All information called for in the enclosed forms should be furnished against the relevant columns in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column, a 'nil' or 'no such case' entry should be made in that column. If any particular / query is not applicable in case of the applicant, it should be stated as 'not applicable'. The applicants are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information shall result in the applicant being summarily disqualified. Applications made by telegram / fax and those received late will not be entertained.
3. The application should be type written. The applicant should sign on each page of the application.
4. The applicant may furnish any additional information, which is deemed necessary to establish capability to successfully complete the envisaged project. Superfluous information need not be furnished and no information shall be entertained after submission of EOI document unless specifically called for.
5. Any information furnished by the applicant found to be incorrect either immediately or at a later date, would render him liable to be debarred from taking up the project.
6. The EOI document in prescribed form duly completed and signed should be submitted (hard copy) original and one photocopy in a sealed cover. The sealed cover super scribed "Expression of Interest from Architects/Architectural firms for providing Architectural Consultancy for Renovation At BHEL House, Sirifort, Hauz Khas, New Delhi - 110049", shall be received in the office of Sr.Dy.General Manager (HR-GAX), BHEL House, Sirifort, Hauz Khas, New Delhi - 110049, INDIA up to 5.30 p.m. on 15th March 2007. A soft copy, MS-Word compatible, shall also be submitted in the same sealed cover. Documents submitted in connection with EOI will be the property of BHEL, New Delhi.
7. Prospective applicants may seek any clarification in this regard EOI from the office of Sr.Dy.General Manager (HR-GAX), at the address mentioned above, Phone 011 26001198, 011 26001010, extn 2401; email : rajivb@bhel.co.in
8. BHEL, Delhi reserves its right not to respond to any question raised or provide clarification sought in its sole discretion.
9. The discretion and decision of Head-Corporate HR, BHEL, Delhi in respect of the 'EOI' shall be final and shall not be open to be challenged in any Court of Law.

##### 2. FINAL DECISION MAKING AUTHORITY:

Head-Corporate HR, BHEL, Delhi, reserves the right to accept or reject any application and/or to annul the selection process and reject all applications at any time without assigning any reason or

incurring any liability to the applicants.

### **3. PARTICULARS:**

The particulars of the project given in Section-I are indicative only and subject to change and may be considered only as advance information to assist the prospective applicants.

### **4. ORGANIZATIONAL STRUCTURE**

The applicant should have sufficient number of architects, structural Engineers and other specialist professionals. The applicant shall submit a list of key professionals stating clearly how they would be deployed in this project. The in-house capability of the firm should be brought out clearly indicating the disciplines for which the firm would like to take consultancy from consortium members / sub consultants, if any. All such consortium members sub consultants shall also furnish the details required. Those applicants who satisfy the above requirements are liable to be disqualified if they have:

- Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the EOI document.
- Record of poor performance such as abandoning project, not properly completing the assigned project, or financial failures/weaknesses etc.

### **5. INFORMATION TO BE GIVEN IN THE REQUIRED FORMATS:**

Applicant shall furnish the following:

#### **5.1. Organization information**

Applicant is required to submit the information in respect of his organization in (Form- A).

- a) Name & postal address, Telephone & Fax Number etc.
- b) Year of establishment and commencement of practice.
- c) Copies of original documents defining the legal status, place of registration and principal places of business.
- d) Name & title of Directors and Officers to be concerned with the project, with designation of individuals authorized to act for the organization.
- e) Information on any litigation in which the applicant was involved during the last five years including any current litigation.
- f) Authorization to seek detailed references.
- g) Brochures and annual reports of last five years (Financial Years 2000-2006).
- h) Number of architects and other professionals indicating their deployment in the proposed work.
- i) Curriculum vitae of key professionals (Format 'B').

#### **5.2. List of Projects**

List of similar assignments / projects successfully completed / ongoing during the last five years (Form C- 'i & ii')

## **6. LETTER OF TRANSMITTAL**

The applicant should submit the letter of transmittal attached with the 'EOI' document.

## **7. DISCLAIMER**

The information in this document has been prepared to assist the Prime Architect and Engineering Design Consultant firm/s in preparing the non-binding EOI and it is clarified that:

- i. It does not constitute an invitation to offer or an offer in relation to the transaction.
- ii. This document does not constitute any contract or agreement of any kind whatsoever.
- iii. This document does not, and does not purport to contain all the information that interested

Prime Architect and Engineering Design Consultant firm/s/ and their advisors would desire or require in reaching decisions as to the requirement. Interested Prime Architect and Engineering Design Consultant should form their own view as to what information is relevant to such decisions and make their own independent investigations in relation to any additional information.

- iv. Neither the information in this document nor any other written or oral information in relation to the requirement or otherwise is intended to form the basis of or the inducement for any investment activity or any decision to enter into any contract or arrangement in relation to the transaction and should not be relied on as such. Neither BHEL, Delhi nor their employees or advisors shall be liable to any interested party or any Entity under any law including the law of contract, tort, the principles of restitution or unjust enrichment or otherwise for any loss, expenses or damage which may arise, or be incurred, or suffered, in connection with this document, or any matter that may be deemed to form part of this document, or any other information supplied by or on behalf of BHEL, Delhi or their employees or advisors or otherwise arising in any way from the selection process mentioned herein.
- v. BHEL, Delhi is not bound to accept any or all the EOIs. BHEL, Delhi reserves the right to reject any or all EOIs without assigning any reasons. No applicant shall have any cause of action or claim against BHEL, Delhi or its officers, employees, advisors, agents, successors or assignees for rejection of this EOI.
- vi. Failure to provide information that is essential to evaluate the applicant's qualifications or substantiation of the information supplied, shall result in disqualification of the applicant.
- vii. It shall not be assumed that there shall be no deviation or change in any of the herein mentioned information. While this document has been prepared in good faith, neither BHEL, Delhi nor any of their officers or employees or advisors or agents make any representation or shall have any responsibility or liability whatsoever in respect of any statements or omissions here from. Any liability is accordingly expressly disclaimed by BHEL, Delhi or any of their respective officers, employees, advisors or agents, whether negligent or otherwise.

## Section – III

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### **EXPRESSION OF INTEREST – FOR RENOVATION OF CONFERENCE HALL AND VISITOR’S LOUNGE AT PPEI BUILDING, PLOT NO. 25, SECTOR-16A, NOIDA – 201301**

#### **LETTER OF TRANSMITTAL**

FROM:

To:  
The Sr.Dy.General Manager (HR-GAX),  
BHEL PEM, PPEI Building,  
Plot No. 25, Sector-16A,  
Noida - 201301;  
Phone 0120-4368568, 4329047,  
email : [satanlal@bhelpem.co.in](mailto:satanlal@bhelpem.co.in)

**Subject: Submission of EOI from Architects / Architectural firms for providing Architectural consultancy for RENOVATION AT BHEL PEM, PPEI Building, Plot No. 25, Sector-16A, Noida – 201301**

Sir,

Having examined the details given in EOI Notice and EOI document for the above project, I/we hereby submit the relevant information.

1. I / We hereby certify that all the statements made and information supplied in the enclosed forms A to C (i & ii) and accompanying statements are true and correct.
2. I / We have furnished all information and details necessary for EOI and have no further pertinent information to supply.
3. I / We also agree that BHEL, Delhi or their authorized representatives can 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:

Name of project

Certificate from

Signature(s) of Applicant(s)

Enclosures  
Seal of applicant  
Date of submission

## SECTION – III FORM – ‘A’

### EXPRESSION OF INTEREST – FOR RENOVATION OF CONFERENCE HALL AND VISITOR’S LOUNGE AT PPEI BUILDING, PLOT NO. 25, SECTOR-16A, NOIDA – 201301

#### ORGANISATIONAL STRUCTURE

(To be furnished for each member of consortium / sub consultant)

1	Name & Address of the applicant with Telephone No./Fax No.	
2	a. Year of Establishment	
	b. Date & Year of commencement of practice.	
3	Legal status of the applicant (attach copies of original document defining the legal status)	
	a) A proprietary firm	
	b) A firm in partnership	
	c) A limited company or Corporation / Joint venture / Consortia	
4	Names of Directors & other executives with designation	
5	Designation of individuals authorized to act for the organization.	
6	Total No. of professional staff:- Architects: Structural Engineers: Quantity Surveyors: Others:	
7	Was the applicant ever required to suspend the project for a period of more than six months continuously after you commenced the planning? If so, give the name of the project and reasons of suspension of project.	
8	Has the applicant or any partner in case of partnership firm, ever abandoned the awarded project before its completion? If so, give name of the project and reasons for abandonment.	
9	Has the applicant 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.	
10	Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.	
11	Any other information considered necessary but not included above.	

**Signature**

## SECTION – III FORM – ‘B’

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### EXPRESSION OF INTEREST – FOR RENOVATION OF CONFERENCE HALL AND VISITOR’S LOUNGE AT PPEI BUILDING, PLOT NO. 25, SECTOR-16A, NOIDA – 201301

#### Format of Curriculum Vitae (CV) of Key Professionals ( To be furnished for each member of consortium / sub consultant)

Name of Firm: \_\_\_\_\_

Professional: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with Firm: \_\_\_\_\_

Nationality: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

Detailed Task Assigned: \_\_\_\_\_

Key Qualifications:

[Give an outline of staff member’s experience and training relevant to responsibility in context of assignment. Describe degree of responsibility held by staff member on relevant previous assignment and give dates and location. Use up to half a page.]

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degree(s) obtained. Use up to a quarter page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, name(s) of employing organization(s), title of positions held and location of assignments. For experience in last ten years, also give type of activities performed and client references, where appropriate. Use up to three quarter of a page.]

Details of medal / award conferred for their works from nationally / internationally recognized prestigious Institutes like Indian Institute of Architects :

[Indicate details of works awarded, awards and the Institute from where the award / medal has been awarded]

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these bio-data correctly describe my qualifications, my experience and myself.

Date Signature of Staff Member or authorized representative of the firm

## SECTION – III Form C - ‘ I ’

**EXPRESSION OF INTEREST – FOR RENOVATION OF CONFERENCE HALL AND VISITOR’S LOUNGE AT PPEI BUILDING, PLOT NO. 25, SECTOR-16A,  
NOIDA – 201301**

**Details of Architectural Concept & Designs executed during the last five years (Completed) – use separate sheet for each project completed**

SL. No.	Name and location of the project with name, address of the client with, contact name and other particulars to whom the reference can be made	In house services rendered for the Project		Sub consultants for the project		Value of Work Order in INR. Along with copy of work order	Value of work executed in INR. Along with copy of completion certificate	Duration of the project with Date of commencement and completion Details of delays if any, to be mentioned	Name of the Project Incharge & Key Staff and nos. of staff involved	Salient features / design concept of the Project	Any other remarks
		Services including Design & Detailing	Yes / No								
		Architectural Brief Architectural Structural- Civil Public Health Electrical Fire fighting HVAC Elevators Audio Visual LAN Communication Interiors Acoustics Access Control and Building Automation Landscape Others									

Note : FORM C - ‘ ii ’ in similar format shall be enclosed by the applicants indicating projects under execution along with the status.



**BHARAT HEAVY ELECTRICALS LTD. NEW DELHI**

Phone 0120-4368568, 4329047, email : satanlal@bhelpem.co.in

HUMAN RESOURCE DIVISION: BHEL PEM OFFICE (ADMINISTRATION DEPARTMENT)

**EXPRESSION OF INTREST- ARCHITECTS**

**NOTICE NO. AA: GAX: 07: BH: 101**

BHEL PEM Office, BHEL is seeking **EXPRESSION OF INTEREST** from reputed architects who can provide architectural services for carrying out the renovation/improvement of its office building at BHEL PEM, PPEI BUILDING, PLOT NO. 25, SECTOR-16A, NOIDA – 201301. Tender document can be downloaded from BHEL website [www.bhelpem.com](http://www.bhelpem.com) & [www.bhel.com](http://www.bhel.com). Architectural firms having proven experience according to qualifying requirements as mentioned in the tender enquiry may send their “**EXPRESSION OF INTEREST**” on or before 02:30 PM on 21.03.2014.

Sr. DGM (HR-GAX)  
BHEL-PEM