



thsti

ट्रान्सलेशनल स्वास्थ्य विज्ञान
एवं प्रौद्योगिकी संस्थान

TRANSLATIONAL HEALTH SCIENCE
AND TECHNOLOGY INSTITUTE

(An autonomous Institute of Dept. of Biotechnology, Ministry of Science & Technology, Govt. of India)
NCR Biotech Science Cluster, 3rd Milestone, Faridabad – Gurgaon Expressway, Faridabad, Haryana 121001, India

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No.: THS/Civil Engg./RFP/18-19/01

Dated 05.04.2018

Request for Proposal (RFP)

For

Architectural & Engineering Consultancy Services for the
development of land and buildings in the 85 acres of land
(Zone – II) of NCR-BSC, Faridabad



REQUEST FOR PROPOSAL (RFP)
Architectural & Engineering Consultancy Services for

- 1) Review of existing Master Plan for Zone - I of NCR Biotech Science Cluster, Faridabad
- 2) Preparation of Integrated Master Plan and Building Development Plan (including street network, building typology strategy and infrastructure layout) for Zone - II of NCR Biotech Science Cluster, Faridabad.
- 3) Design and execution of buildings within Phase – I of Zone - II of NCR Biotech Science Cluster.

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SECTION – 1
BRIEF INTRODUCTION

About Translational Health Science and Technology Institute and NCR Biotech Science Cluster, Faridabad

In the past eight years, the THSTI has grown from an idea to an institution that is ready to take its place with leading science institutions in the country, but differentiates itself by being aimed beyond discovery research, to the fostering of application through its own efforts and through partnerships. THSTI has five areas identified as 'star' projects where we will develop world-class research and translational programmes. These are i) vaccines, ii) maternal and child health, iii) point-of-care diagnostics, iv) metabolic diseases and nutrition, and v) training in clinical and product development. All of these will be pursued in parallel with the creation of an inter-institutional ecosystem in the NCR Biotech Science Cluster focused on the development of an academia-biotech-industry collaboration modelled on the science research parks that are nested within major innovation hubs.

THSTI has unique foundational elements to support its mission. With enthusiastic, well-trained interdisciplinary young faculty who have a spectrum of scientific strengths that bridges clinical, basic and applied sciences; their commitment to focus on practical science and technology and the building and strengthening of academia-industry networking promote an institutional architecture and environment to support translation. The strong clinical links and collaboration and the support of clinical development feasible through CDSA distinguish THSTI among all DBT institutions.

As an autonomous institute of DBT established with the mandate of finding solutions for large and unique public health problems, we exist to serve society through science. Therefore, we take on problems that may be complex and large but where our inter-disciplinary skills are necessary for solutions. Altruism, ambition and accountability define the future of THSTI, and we look forward to working with partners towards our mandate of creating an environment that enables innovation and drives the translation of research into clinical settings and commercial enterprises as services and products that will improve public health in India.

SECTION – 2
INFORMATION TO CONSULTANTS

SECTION 2:
INFORMATION TO CONSULTANTS

2.1 Definitions

- (a) "Employer/Authority" means Executive Director, Translational Health Science and Technology Institute (THSTI) and his/her representatives. Hereafter referred to as CLIENT.
- (b) "Consultant" means any entity or person that may provide or provides the Services to the Authority under the Contract.
- (c) "Contract" means the Contract signed by the Parties and all the attached documents listed in its Clause 1, that is, the General Conditions (GC), the Special Conditions (SC), and the Appendices.
- (d) "Data sheet" means such part of the Instructions to Consultants used to reflect specific assignment conditions.
- (e) "Employer's Representative" means the person / personnel of the Authority, who acts as the Employer's representative to oversee the activities of consultant from time to time and as directed by Executive Director, THSTI.
- (f) "Day" means calendar day.
- (g) "Government" means the Government of India.
- (h) "NCR" means National Capital Region
- (i) "Information to Consultants" (Section 2 of the RFP) means the document, which provides Consultants with all information needed to prepare their Proposals.
- (j) "LOI" means the Letter of Invitation.
- (k) "Personnel" means professionals and support staff provided by the Consultants and their associates and assigned to perform the Services or any part thereof. "Local Personnel" means such professionals and support staff who at the time of being so provided had their domicile headquarters in NCR.
- (l) "RFP" means the Request For Proposal prepared by the Authority for the selection of Consultants.
- (l) "Services" means the work to be performed by the Consultant pursuant to the Contract.
- (m) "Associate(s)" means any person(s) or entity with whom the Consultant delivers/ provides any part of the Services.
- (n) "Terms of Reference" (ToR) means the document included in the RFP as Section 5 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Authority and the Consultant, and expected results and deliverables of the assignment.

2.3 PREPARATION OF PROPOSAL

2.3.1 The consultants are required to submit the proposal in two parts in two envelopes/ packages which shall be captioned as following:

- (a) Part 1: Technical Proposal; and
- (b) Part 2: Financial Proposal.

The consultants are required to put these two envelopes/ packages in one single outer envelope/ package.

The proposal shall be written in English only. The Part-1 submission (Cover-1) shall contain the following information as described in ensuing sections

Part 1: Technical Proposal

2.3.2 In preparing the technical proposal, consultants are expected to examine the submission documents / format / enclosures etc., comprising this RFP in detail. Material deficiencies in providing the information requested may result in rejection of the proposal

2.3.3 During preparation of the technical proposal, consultants must give particular attention to the following:

- (a) The estimated person-months for the assignment are stated in the Data Sheet and the Terms of Reference for information. The proposal evaluation, shall however, be based on the number of professional staff months estimated by the firm.
- (b) It is desirable that the majority of the key professional staff proposed should preferably be permanent staff. The permanent staff would be considered to be those employed / working with the firm for at least one year. More weightage will be given to the personnel employed for more number of years with the firm.
- (c) Alternative professional staff shall not be proposed and only one Curriculum Vitae (CV) must be submitted for each position, and proposed professional staff must, have the minimum experience indicated in the data sheet.
- (d) A good working knowledge of the **local language** specified in the data sheet is essential for key professional staff on this assignment. Reports must be in English language only.
- (e) Key professional staff who have area acquaintance will be given preference.
- (f) The technical proposal with comprise of two parts - Part A and Part B.

2.3.4 The technical proposal (**Part A**) must provide the following information, using but not limited to the formats of Form TECH 1 to TECH 7.

- (a) Form TECH-1: Technical Proposal Submission Form
- (b) Form TECH-2: Firm's Profile and Experience
- (c) Form TECH-3: Comments and Suggestions on the (a) Terms of Reference (b) on data services and facilities to be provided by the employer; and (c) Appreciation of Assignment
- (d) Form TECH-4: Description of the methodology and work plan for performing the assignment
- (e) Form TECH-5: Team and tasks assignment
- (f) Form TECH-6: Format of Curriculum Vitae of Proposed Key Professional Staff
- (g) Form TECH-7: Staffing Schedule

2.3.5 The technical proposal (**Part B**) will comprise of a presentation as per guidelines specified in 3.2.5.

2.3.6 The technical proposal must not include any financial information

Part 2: Financial Proposal

2.3.6 In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions of the RFP documents. The preparation of Financial Proposal should follow Standard Forms.

2.3.7 The Financial Proposal should clearly identify and include all the taxes, duties, fees, levies and other charges imposed under the applicable law, on the consultants, and their personnel, and include as part of their offer, and show only GST separately.

2.3.8 Consultants have to express the price of their services in the Local currency (Indian Rupees) only. For the purpose of conversion of any foreign currency to INR, the rates as specified in the Data Sheet should be used.

2.3.9 The cost of the project is output based even though man months are given in the data sheet. The financial bid approved by the client and shown in the agreement is fixed and shall not be increased under any circumstances, unless and otherwise there is an addition in the scope of work or extension of time period of services due to factors beyond the consultant's control.

2.3.10 Conditional Tenders/bids shall not be accepted.

2.4 SUBMISSION, RECEIPT AND OPENING OF PROPOSALS

2.4.1 The original proposal shall be prepared in indelible ink. It shall contain no inter-lineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the person who signs the Proposals

2.4.2 Each of the proposals, along with their relevant enclosures should be bound, paginated, with an index of submission on the first page. Unbounded submissions are liable to be treated as non-responsive.

2.4.3 An authorized representative of the firm shall initial all pages of original Technical and Financial Proposals. The representative's authorization shall be in the form of a written power of attorney accompanying the Proposal, or in any other form demonstrating that the representative has been duly authorized to sign. The (original) signed Technical and Financial proposals shall be marked "ORIGINAL"

2.4.4 Consultant must submit **one original and two (2) copies of technical and one original financial proposal only**. The Technical Proposal (1 original + 2 copies) must be in one envelope (Cover-1) while the Financial Proposal in original will be in a separate envelope and sealed (Cover-2).

2). The envelopes must be clearly marked on top as "Part-1: Technical Proposal and "Part-2: Financial Proposal". One soft copy of Technical Proposal, in PDF format on CD, should also be placed in the cover containing technical proposals.

2.4.5 The two separate envelopes containing the technical and financial proposals, should be placed in one cover and addressed to the Executive Director, THSTI (as per the detailed address given in Data Sheet) and labeled **Proposal for Architectural & Engineering Consultancy Services for the development of land and buildings in the 85 acres of land (Phase – II) of NCR-BSC, Faridabad.**

2.4.6 The completed proposals must be delivered / submitted on or before the submission time and date as stated in the data sheet. The Authority shall not be responsible for misplacement, losing or pre-matured opening, if the outer envelope is not sealed and / or not marked as stipulated.

2.4.7 After the deadline for submission of proposals, the outer envelope and cover-1 marked as "Part-1: Technical Proposal" shall be opened in the presence of the consultants / their Authorized Representatives who choose to attend on the date and time indicated in the data sheet. The financial proposals shall remain sealed and deposited separately

2.5 PROPOSAL EVALUATION

2.5.1 The following procedure shall be adopted in evaluating the proposals:

Technical Proposal:

2.5.2 The Evaluation Committee appointed by the Government shall carry out evaluation of Technical Proposals. The evaluation criteria are point / marks system based as specified in the data sheet. Each responsive proposal shall be attributed a technical score. **The consultants are required to give a presentation on the proposed work plan and methodology in responding to**

Terms of Reference for which 70 Points are allocated out of 100 points before the Evaluation Committee. The technical proposal should score at least 75% to be further considered for the evaluation of financial proposal.

$$\mathbf{St} = \mathbf{Tp} + \mathbf{T_s}$$

in which,

St is the 'Technical Score' (out of 100) of the Financial Proposal being evaluated.

Tp = Score out of 70 for Technical Presentation.

Ts = Score out of 30 for Technical Submission (Tech 1 - Tech 7) (Non-submission of complete documents bidder shall stand disqualified).

Financial Proposal:

2.5.3 After the evaluation of technical proposal is completed, the Authority may notify those consultants whose Technical proposals were considered non-responsive and not qualifying as per RFP Terms of Reference, indicating that their Financial Proposals will be returned unopened after completing the selection process.

2.5.4 The Authority shall inform the Consultants who have qualified in the Technical Proposal after the evaluation of Technical Proposal before the date of financial bid opening.

2.5.5 The Financial Proposals shall be opened in the presence of the consultants/authorized representatives who choose to attend. The name of the consultant, the technical scores, and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Authority shall prepare minutes of the financial bid opening.

2.5.6 The Evaluation Committee will correct any computational errors, if existing, in the financial proposals. When correcting computational errors, in case of discrepancy between a total and partial amount and or between word and figures the formers will prevail.

2.5.7 It is expected that consultants shall determine the costs appropriately and shall take necessary care in allocating budgets adequately by major components of study.

2.5.8 The price bid to be considered for evaluation shall exclude GST or any other Govt levies that may be introduced from time to time.

2.5.9 The Evaluation Committee shall consider the evaluated financial offer and/or total proposal cost and the score on price quote will be calculated in the following manner.

$$\mathbf{Sf} = 100 \times \mathbf{Fm}/\mathbf{F}$$

in which,

Sf is the 'Financial Score' of the Financial Proposal being evaluated.

Fm is the computed lowest financial proposal (excluding GST).

F is the Computed Price of the consultant under evaluation (excluding GST).

The weights given to the Technical and Financial Proposals are:

T = 0.80 (80%)

P = 0.20 (20%)

(T + P = 1)

Proposals will be ranked according to their combined Technical Scores (**St**) and Financial Scores (**Sf**) using the weights indicated above.

T = the weight given to the Technical Proposal;

P = the weight given to the Financial Proposal; and

S = Score

$S = S_t \times T + S_f \times P$

2.5.10 The percentage marks allocated to the lowest evaluated financial proposal will be 100 and to the other bids will be calculated as above.

2.5.11 On completion of Evaluation of Technical and Financial Proposals, final ranking of the proposals will be determined by giving weightage to Technical and Financial Proposal, as specified in the Data Sheet. The firms will be ranked based on their weighted score. The firm achieving the highest combined technical and financial score will be invited for the contract negotiations.

2.6 NEGOTIATIONS

2.6.1 Prior to the expiration of period of validity of proposal, THSTI shall notify the successful firm who submitted the highest scoring proposal in writing through registered letter, facsimile or email and invite them to negotiate the contract.

2.6.2 Negotiations normally take two to five days. The invited consultant will, as a pre-requisite for attending negotiations, confirm availability of all nominated experts/key personnel and satisfy other pre-negotiation requirements as may be specified by THSTI. The aim is to reach agreement on all points, and initial a draft contract by the conclusion of negotiations.

2.6.3 Negotiations shall commence with a presentation on Technical proposal on the proposed methodology (work plan), staffing and any suggestions, which may have been made to improve the ToR. These will be discussed. Agreement must then be reached on the final ToR, the staffing which shall indicate staff months, logistics and reporting. These documents then can be incorporated in the contract as "description of services". Special attention shall be paid to clearly defining the required inputs and facilities required from the Authority to ensure satisfactory implementation of the assignment. The Authority shall prepare minutes of negotiations, which will be signed by the Authority and consultant.

2.6.4 It is the responsibility of the Consultant, before starting financial negotiations, to contact the local tax authorities to determine the local tax amount to be paid by the Consultant under the Contract. The financial negotiations will include a clarification (if any) of the firm's tax liability in the Authority's country, and the manner in which it will be reflected in the Contract; and will reflect the agreed technical modifications in the cost of the services. Unless there are exceptional reasons, the financial negotiations will not involve any discussions on neither the remuneration rates for staff nor other proposed unit rates.

2.6.5 Changes agreed upon shall then be reflected in the financial proposal, using proposed unit rates (no negotiation of the unit rates, including the man month rates).

2.6.6 The negotiations shall be concluded with a review of the draft Contract. The Executive Director, THSTI and the firm will finalize the agreed contract.

2.6.7 If negotiations fail, the Executive Director, THSTI will invite the second ranked consultant, whose proposal received the second highest score, to negotiate the contract.

2.7 AWARD OF CONTRACT

2.7.1 After completion of negotiations with the consultants, the Authority shall award the Contract to the selected Consultant by Issuing a Letter of Intent.

2.7.2 The successful firm with whom the contract is signed is expected to commence the assignment on the date and at the location specified in the data sheet.

2.8 CONFIDENTIALITY

2.8.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the contract.

2.9 RIGHT OF REJECTION

2.9.1 THSTI reserves right to reject any or all proposals, to waive any informality in such proposals, to request new proposals, to revise the RFP prior to, and including, the pre-proposal meeting date, to proceed to do the work otherwise, withdraw this RFP, not award the work, or not award a portion of work at any time prior to signing of contract. The receipt of proposals shall not in any way, obligate THSTI to enter into a consultancy agreement, or any other contract of any kind with the consultant. All submitted copies of the proposals shall become the property of THSTI.

2.10 ELIGIBILITY

To be eligible for evaluation of its Proposal, the Applicant shall fulfill the following (minimum qualification criteria):

2.10.1 Technical Capacity:

- (1) The consultant should have been a registered company for at least 15 years as on the date of submission.
- (2) The consultant should have a license to practice architecture or render architectural/consulting services in India by Council of Architecture or the Government of India. The registration should be valid on the date of opening of the technical bid. Documentary proof in the form of copy of the Registration certificate(s) in support of the above to be submitted by the bidder failing which their bid will not be entertained.
- (3) The consultant should have experience in the design and execution of at least one (1) statutory master plan covering a minimum area of **85 acres** in India in the past five (5) years.
- (4) The consultant should have experience in execution of at least one (1) government institutional project of minimum built up area **15000 sqm** in the past five (five) years.
- (5) The consultant should have experience in execution of at least one (1) private project of minimum built up area: **30000 sqm**.
- (6) The consultant should have a minimum total engaged staff strength of **50 (fifty) persons** including of at least **15 (fifteen) architects** as on the date of submission.
- (7) The consultant should have won atleast one renowned international competition.
- (8) The consultant should have won at least three national competitions for project of national repute.
- (9) The consultant should have had demonstrated their capability in contextual architecture and planning for ongoing/completed projects. The projects should showcase the firm's capability of engagement with local material and skilled craft.
- (10) The consultant should have experience in the design of LEED/GRIHA sustainable buildings.
- (11) The firm shall attach the profiles of the preferred sub-consultants hired by them for the following services:
 - a. Structure.
 - b. MEP Engineering.
 - c. Landscape.
 - d. Energy / Ecology.
- (13) The preferred sub-consultant should have minimum requisite professional qualification in respective field for consultancy in Govt. bodies with at least 15 years of work experience.
- (14) The preferred sub-consultants should have completed at least two government projects of minimum built up area 2,00,000 sqft.

2.10.2 Financial Capacity:

- (1) The average annual turnover as per audited balance sheet of the Consultants from Architectural consultancy fees in the preceding three (3) financial years ending 31st March, 2018 shall not be less than Rs. 4 Crores (Rs four crores).

- (2) For the avoidance of doubt, professional fees hereunder refer to fees received by the applicant for providing advisory or consultancy services to its clients and this shall not include fees received from audit and tax services.

2.11 GENERAL DETAILS

S.No	DETAILS	
1	Name of the Assignment: Architectural & Engineering Consultancy Services for the development of land and buildings in the 85 acres of land (Phase – II) of NCR-BSC, Faridabad.	
2.	Name of the Authority: The Executive Director, Translational Health Science and Technology Institute NCR Biotech Science Cluster, 3rd Milestone, Faridabad – Gurgaon Expressway, PO box #04, Faridabad – 121001 (HARYANA) Reception: 0129-2876300/350	
3.	Method of Selection of the Consultant for the Assignment: Quality & Cost Based Selection (QCBS) Method	
4.	Information on 'Key Dates' for the Request for Proposal (RFP)	
S. No	Event	Key Dates & Time
a.	Issue of RFP (Bid) Document	05-04-2018
b.	Visit of site	09-04-2018 to 13-04-2018
c.	Submission of queries/Clarifications by prospective/interested consultants through email at santo@thsti.res.in , narender@thsti.res.in	14-04-2018 to 16-04-2018
d.	Issue of corrigendum, if required	18-04-2018
e.	Last Date for Submission of Bids (At O/o. Executive Director, THSTI, Faridabad (PDD – Proposal Due Date)	30-04-2018 at 3.0 pm
f.	Opening of Technical Proposals (Cover-1) by the Executive Director of the Authority	30-04-2018 at 3.30pm
g.	Presentation by the consultant Part-A &B. (At O/o Executive Director, THSTI	Will be intimated later through Email
h.	Opening of Financial Bids (Cover-2)(At O/o Executive Director, THSTI	Will be intimated later through Email

i.	Contract Negotiations with the L -1 Consultant	Will be intimated later through Email
j.	Letter of Award	After approval from Competent Authority
k.	Signing of Contract Agreement	After approval from Competent Authority
l.	Commencement of Services	After approval from Competent Authority
m.	Bid Processing Fees (Non-refundable)	Rs.25,000/- (Twenty Five Thousand Indian Rupees) (DD in favour of “Executive Director, Translational Health Science and Technology Institute” payable at Faridabad)
n.	Bid Security (Earnest Money Deposit)	Rs. 1,50,000/- in the form of demand draft.
o.	Performance Security	5% of contract amount

5. Earnest money & bid processing fee along with the tender will be accepted only in the form of demand draft drawn in favour of Executive Director, “Translational Health Science and Technology Institute” drawn on a Nationalized/Scheduled bank. The demand draft shall be payable at Faridabad. Bid processing fee and EMD is not exempted under any condition.
6. The bid securities of unsuccessful tenderer will be returned as promptly as possible as but not later than 30 days after the expiry of the period of bid validity prescribed by THSTI.
7. The bid Security of the successful bidder will be returned upon the tenderer executing the work and furnishing the required Performance Security.
8. Technical and Financial proposals remain valid for 180 days after the submission date.
9. The contact address for any clarifications in writing: **The Executive Director, Translational Health Science and Technology Institute**, NCR Biotech Science Cluster, 3rd Milestone, Faridabad – Gurgaon Expressway, PO box #04, Faridabad – 121001 (HARYANA). Reception: 0129-2876300/350.
Email: - santo@thsti.res.in, narender@thsti.res.in

10. All Correspondence / Proposals shall be submitted in **English only**.
11. Short listed consultants shall not associate with other short listed Consultants.
12. The minimum technical score (St) required to pass is '**75**' from a maximum of **100 Points**.
13. For any further queries contact Executive Director, THSTI, NCR Biotech Science Cluster, 3rd Milestone, Faridabad – Gurgaon Expressway, PO box #04, Faridabad – 121001 (HARYANA) ; Reception: 0129-2876300/350.
14. All the personnel shall have working knowledge of English and all the reports / Masterplan documents and Building Development Control Guidelines shall be written and submitted in English.
 - a. Each Key Staff proposed shall be associated with only one consultant and if the same member is proposed by two firms, the CV of the person so proposed will not be considered for evaluation in both the firms;
 - b. Consortium / JV Allowed is not allowed.
 - c. Local Language is Hindi.
 - d. Professional persons required for the assignment as per following table (Sec 2.12).
15. The consultant will be required to furnish performance security as per prescribed format for an amount equal to 5% of the quoted amount of the work in the form of CDR/FDR/DD/bank guarantee (of nationalized/ Scheduled Bank in a standard format) within two weeks from the date of signing/execution of a work agreement. The performance security should remain valid for a minimum period of three years (i.e. equal to completion period) plus three months of claim period from the date of award of contract.

2.12 Key Professionals

The minimum required credential / experience of proposed key staff is as follows:

Position	Required Experience	Qualifications and expertise
Principal Architect Senior Associate	Minimum 20 years	Shall have Graduate/ Postgraduate Degree in Architecture from an accredited college or University. Shall have experience as Studio Principal assignments of similar magnitude and nature.
Senior Team Lead	Minimum 10 years Minimum 8 years	Shall have Graduate/ Postgraduate Degree in Architecture from an accredited college or University. Shall have experience as design principal assignments of similar magnitude and nature.
Team Lead	Minimum 6 years	Shall have Graduate/ Postgraduate Degree in Architecture from an accredited college or University. Shall have experience as team lead for assignments of similar magnitude and nature.
Project Lead	Minimum 5 years	Shall have Graduate/ Postgraduate Degree in Architecture from an accredited college or University. Shall have experience as project lead for assignments of similar magnitude and nature.
Project Architect	Minimum 3 years	Shall have Graduate/ Postgraduate Degree in Architecture from an accredited college or University. Shall have experience for assignments of similar magnitude and nature.

SECTION – 3
TERMS OF REFERENCE

SECTION 3:
TERMS OF REFERENCE

3.1 PROJECT BRIEF

3.2.1 Introduction

THSTI has a vision for the development of Zone - II of the NCR Biotech Cluster at Faridabad keeping in mind the expansion of its activities. The exercise will include drawing up a complete master plan for the development of Phase II, as well as the design and execution of the new buildings, access roads, services and other infrastructure which forms a part of the masterplan. The site lies within an ecologically diverse zone abutting the southern ridge of Delhi region. Emphasis will thus be on the design of a sustainable campus following energy efficient and ecologically sensitive principles of development, that will be fully integrated with the existing masterplan development of Phase I. The possibilities of alternative/unconventional approaches to working, organization, learning environments, and campus life in general will be explored.

3.2.2 Vision

To imagine an ecologically sensitive campus expansion plan exploring new paradigms of building and working, that will follow the principles of sustainable construction and performance, and adequately respond to the ecological, topographical and hydrological systems existing on the site.

3.2.3 Site

The site for Zone II of NCR Biotech Cluster is an 85 acre land parcel abutting the main Gurgaon - Faridabad highway, adjacent to the existing 40 acre Zone I development. It lies 36 km from New Delhi, 33 km from Indira Gandhi International Airport, and 5 km from central Faridabad. Situated on the Southern Delhi Ridge of the Aravallis, the site presents undulating topography and abundant presence of Alwar quartzite stone. A dried water body known as Badhkal lake occupies a considerable portion of the site in the form of a steep gorge which divides it roughly into two segments. There are numerous water channels, micro and macro recharge zones and delicate hydrological systems that exist within this area and its surroundings. The site also presents abundant vegetation including numerous mature trees.

3.2.4 Area Brief

Phase 1 of Zone II;-

i. Research/Academic Area (1,15 ,000 sqft approx.)

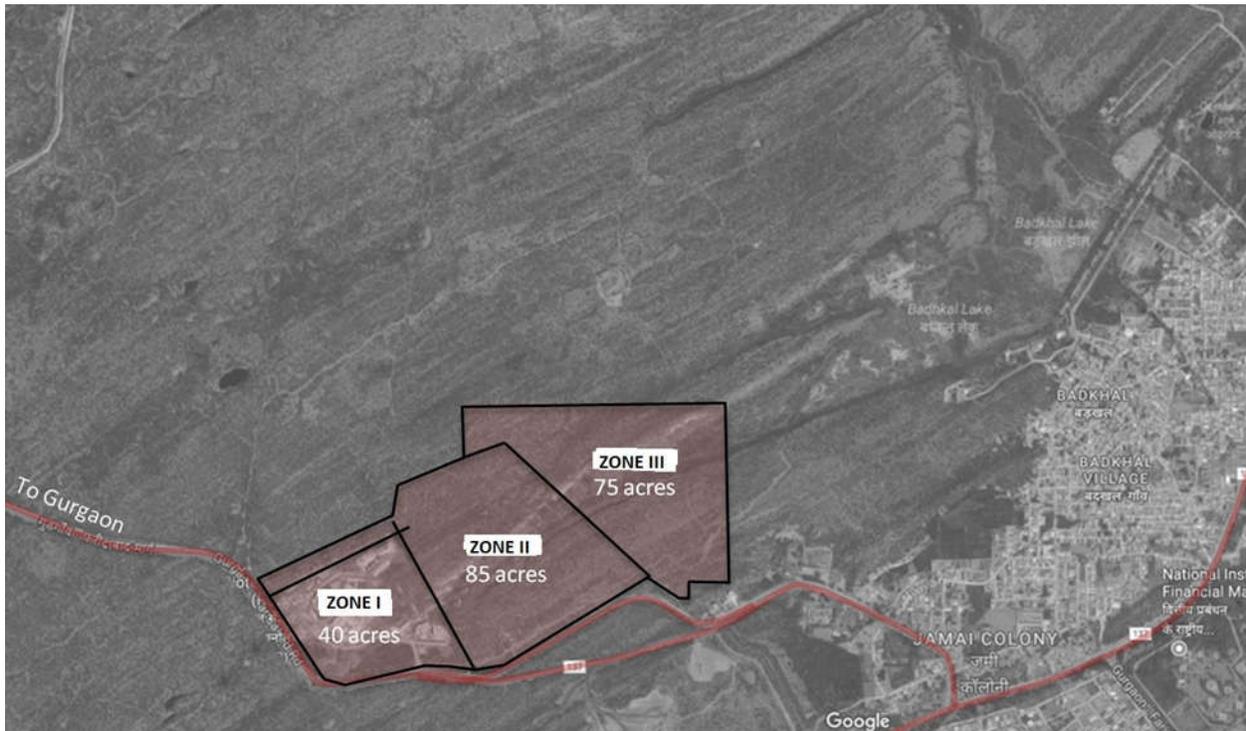
The research and academic areas will include, but not remain restricted to the following requirements

- Labs: Each lab space of carpet area 2000 sq. ft. with each office space of 150 sq. ft. per principal investigator (PI) for 28 Principal Investigators. These can be like halls for two PIs with office space for each PIs on both the ends of hall or open to any other design.
- Requirement of lab space for Adjunct Faculty and researchers or small and medium companies. The orientation can be the same as above or open to any other design.
- CDSA Data Management, sitting arrangement for 20-30 people, Investigative Medical product storage, biological sample storage and study material storage. This may preferably be one large hall with provision for cubicles and large offices.

ii. Residential Area (60,000 Sqft approx.)

- Hostel rooms for 120 students on twin sharing basis with attached bathroom-cum-toilet and individual balcony.

Note: Area required for services and ancillary spaces to be as required and has not been included in the areas listed above.



3.2.5 Guidelines for Development

Objectives	Guidelines and focus areas
Sustainable Building Construction and Performance	<ul style="list-style-type: none"> ○ Adequate Day Lighting ○ Solar Energy generation on Site ○ Waste regeneration.
Ecological Sensitivity and Conservation of Natural Resources	<ul style="list-style-type: none"> ○ Sensitive response to topographical features. ○ Sensitive response to hydrological systems existing on site. ○ Defining no-development zones as part of master planning exercise. ○ Focus of existing vegetation and its integration into designed landscape.
New Campus Experience	<ul style="list-style-type: none"> ○ Exploring new and alternative structures of spatial organization. ○ Focus on creating environments for learning and interaction that are integrated with natural environment
Integration with existing campus infrastructure	<ul style="list-style-type: none"> ○ Maximizing use and expansion of existing infrastructure systems such as access roads. water supply lines, power lines etc.

3.3 SCOPE OF SERVICES & TERMS OF ENGAGEMENT

The consultant shall provide services with respect to the following:

The design shall be required to meet the best practices/standards provisions as applicable to ecologically-sustainable design under local conditions, which result in efficient use of energy, water and other natural resources.

1. The consultant would need to conceptualize the scheme which would include site planning considering the site conditions, environmental factors, open spaces, adjacent existing structure, circulation and integration of all functional areas of the proposed building. This would involve preparing a comprehensive lay-out plan / Complete Masterplan for Phase II (integrated with existing masterplan of Phase I) for the cluster, including access to the facility, parking etc (as shown in mater plan design scope para).

2. Providing Detailed Project Report on the basis of various proposed schemes in standard format of Govt. organizations.

3. The consultant shall work closely with the representatives of THSTI for providing necessary details for the segment polishing facility.

4. The consultant would be required to suggest the type of construction, preparation of estimate and tender documents, progress of work, supervision of works, quality assessment etc., as detailed below.

Preparation and submission of preliminary and detailed Cost Estimates, Bill of Quantities and Tender documents conforming to CPWD norms. Reference shall be furnished in case of Market Rate for non-schedule items with detailed specifications etc. as per CPWD norms, for all scope as defined. Detailed structural designs shall be as per the latest revisions of relevant IS code provisions and other applicable standards including the local statutory authorities' requirements.

5. Providing proper drawings and documents necessary for submission to statutory bodies for sanction and follow-up with the municipal authorities to obtaining the sanctions referring building by laws.

6. Providing proper and required working drawings, specifications and schedule of quantities, quantity estimation. The required numbers of sets of drawings shall be submitted to THSTI before commencement of the work for onward transmission of the same to the contractor.

7. Assistance to Project Management Consultant in the process of tendering, evaluation of bids & short-listing contractors capable of undertaking the project with the desired construction quality as well as execution of work within the proposed time-lines.

8. The consultant would be required to provide various options of specifications and calculate the construction cost through detailed quantity surveys, bills of quantities, cost-benefit analysis, etc.

9. Preparation of detailed architectural, structural, service drawings including drawings showing details of all utilities and services, internal and external, including details of specifications of all materials to be used in construction.

10. Providing necessary periodic supervision and inspection as and when required to ensure that the works are being executed generally in accordance with the working drawings, conditions of contract and as per the architectural concept.

11. Client will appoint a competent Project Management Agency for assessment of progress of work with PERT/CPM chart, MS projects, supervision of work during construction including site visits, quality assessment, etc. with an instruction to the agency for progressing the work as per schedule, plan for making up the delay, if any.

12. Preparation of drawings of all services including sewerage, electricity, water supply, waste disposal, circulation, parking, signage, rainwater harvesting etc. The consultant will carry out detailed planning for all services i.e., Water, Electricity & Sewage Disposal, mechanical works, HVAC, Fire alarm and protection Services, renewable energy sources, internal & external electrification with necessary electrical rooms, cabling, power supply network including substation, external lighting, alternate electric energy systems, telephone, computer cable, LAN and other systems etc., for the proposed project. As per relevant codes and practices, the consultant will bear the responsibility of planning and detailing of augmenting the existing system and obtaining sanction for additional requirement from the civic authorities, keeping in mind the present load, additional requirement and future expansion, including those for the existing facilities.

13. The consultant shall provide “**As Built Drawings**”, both hard and soft copies, after the completion of the project.

14. The peer review carried out at THSTI’s request shall be responsible for getting the detailed structural analysis and design of the structure, vetted by structural engineers from reputed National/State Institutes like IITs, NITs, CBRI etc at the cost of the THSTI on actuals.

15. The consultant shall be required to participate in all meetings as and when sought by the Institute. During work stages as listed in the scope of services, the Institute expects to hold periodic meetings (approx. every two weeks) at work site or as required post commencement of work to ensure that work is being executed as per design intent and drawings.

16. The decision of the Institute shall be final in all matters relating to the interpretation of architectural design and related architectural details; and the consultant shall be bound to execute such decisions to the satisfaction of the Institute. Materials to be used for construction would be approved by a specific Committee constituted for the purpose or competent authority.

17. The Institute, at its sole discretion and without assigning any reasons whatsoever, reserves the right to appoint any individual and/or organization as it may deem fit to render the whole or part of services covered in this RFP in the interest of timely and qualitative completion of the project.

18. The comprehensive architectural design consultancy services in this RFP are for design and supervision of scope mentioned and shall be inclusive of but not limited to civil, electrical, air-conditioning and ventilation, fire fighting, interior furnishing, all necessary low voltage systems and networks, appropriate circulation and parking, plumbing and sanitary, water supply (various qualities if required), water harvesting systems, waste water and recycling, drainage and conjoint surface and ground water management, solid waste management and recycling, soil conservation and improvement, climate control using passive and active systems, energy systems, waste to energy systems, intelligent building management and automation systems, performance and other monitoring systems as required for the functioning of such buildings and services from time to time.

3.3.1

In addition to the above scope of work as understood, the Masterplan Design scope shall consist of the following:

- a. Review and assessment of existing masterplan for Phase I.
- b. Complete masterplan showing location of all buildings (existing as well as proposed) within street network as well as typology plan for future development) for Phase II.
- c. Street network plan indicating vehicular and pedestrian access roads along with street hierarchy and green/open space network.
- d. Services masterplan indicating complete infrastructure layout (existing as well as proposed).
- e. Building heights plan (existing as well as proposed) to serve as guidelines for future development.
- f. Street sections for key streets in the masterplan with relevant cardinal dimensions and indicating paving/materiality wherever required.
- g. Synthesis of Development Control Guidelines for Phase II.
- h. Area summary for zones/pockets/parcels in masterplan.

3.3.2

In addition to the above scope of work as understood, the Architectural Design scope shall consist of the following:

- i. All building plans showing structural system, circulation cores etc.
- j. Key dimensions, bay sizes, overall dimensions
- k. Building Sections & Elevations showing building services and proposed finishes
- l. Typical elevational guidelines showing Fixed Elements with all details
- m. General notes indicating material extents and any special conditions
- n. Finishes Plan with all specifications for flooring, walls and ceilings
- o. Preparing & producing final BOQ's and drawings/details for tender/pricing to Client
- p. Area Summary

3.3.3

In addition to the above scope of work as understood, the Interior Design scope shall consist of the following:

- a. Interior layouts showing furniture etc.
- b. Wall and ceiling finishes and specifications
- c. Elevations showing building services and proposed finishes
- d. Finishes plan with all specifications for flooring, walls, and ceilings
- e. Reflective ceiling plans showing plasterwork / beams
- f. Lighting & Electrical plans
- g. Flooring plan
- h. Preparing & producing final BOQ's and drawings for tender/ pricing to Client

3.4 | STAGES OF WORK AND DELIVERABLES:

The services and deliverable that THSTI expects the Consultant to be able to provide are set out as follows.

The comprehensive architectural and allied services will be provided by the Consultant in the following stages:

- a) STAGE-1: PRE DESIGN
- b) STAGE-2: CONCEPT DESIGN STAGE.
- c) STAGE-3: SCHEMATIC DESIGN STAGE.
- d) STAGE-4: DESIGN DEVELOPMENT STAGE.
- e) STAGE-5: STATUTORY APPROVALS STAGE.
- f) STAGE-6: DETAILED DRAWINGS AND DOCUMENTS FOR TENDER STAGE.
- g) STAGE-7: GOOD FOR CONSTRUCTION DRAWING AND EXECUTION STAGE.
- i) STAGE-8: PROJECT CLOSE OUT/POST EXECUTION STAGE.

3.4.1 | STAGE-1: PRE DESIGN - PROGRAM DEVELOPMENT & DESIGN CHARETTE

- a) Ascertain The CLIENT's requirements, examine site constraints and potential; and prepare a design brief for The CLIENT's approval.
- b) Meet THSTI and its representatives to arrive at a mutual written understanding of project requirements and goals esp. Target Cost and Target Finishes

- c) Discussion on site evaluation, state of existing conditions of overall space layout and services, THSTI will make available all existing documents, survey drawings and project data available to the consultant.
- d) Meet all consultants and stakeholders over a day long Charrette to formulate overall direction, intent and working methodology.

Deliverables by the consultant for this stage shall include the following: -

- I. Understanding of Project scope, direction and orientation. Collect and review existing bye-laws and authority restrictions, additions/omission/suggestions to brief.

3.4.2 | STAGE-2: CONCEPT DESIGN STAGE: (EXPECTED: 2 DESIGN PRESENTATIONS/WORKSHOPS)

- a) Preparing & presenting options & / alterations for Concept design for both overall masterplan as well as individual buildings/clusters to The CLIENT for approval based on brief finalized by the CLIENT in accordance with & abiding Town Planning Guidelines.
- b) Prepare preliminary concept design approach explaining the basic concept of the project, in form of the cohesive layout plans for the Masterplan & Building vocabulary.
- c) 3D views / volumetric study/ Project perspectives-from locations and area to express / explain the scheme.
- d) As per inputs from the client, modify the design alternatives.
- e) Prepare rough estimate of project cost (based on Plinth Area Rates).
- f) Preparation of Detailed Project Report on the basis of various proposed schemes in standard format of Govt. organizations.

g)

Deliverables by the consultant for CONCEPTUAL DESIGN STAGE shall include the following: -

- I. Location Plan.
- II. Master plans indicating street network and open space strategies, building typology and building height strategies, along with infrastructure layout schemes.
- III. Plan, Sections, Elevations of individual buildings
- IV. Vehicular & Pedestrian circulation
- V. Building Massing
- VI. Site Utilities
- VII. Preliminary Section/ Elevation Studies
- VIII. Preliminary Area Summary
- IX. Preliminary Interior Space Planning
- X. 3D Block views (not detailed) / sketch up views
- XI. 3D massing models (if reqd.)
- XII. Detailed Project Report (DPR).

Review and modify as necessary after THSTI feedback and any other relevant information, until Sign - Off of Building Design; within stipulated time (as per Annexure II) Consultant shall take the signed-off conceptual design ahead for refinement; if any and onwards to Schematic Stage.

3.4.3 | STAGE-3: SCHEMATIC DESIGN STAGE: (EXPECTED: 1 DESIGN PRESENTATIONS / WORKSHOPS).

This stage will be conducted as agreed in Concept Design Stage closure. This stage will commence after 100% completion of CD of the agreed phase/phases.

- a) A detailed and accurate Land Survey and Soil Test have to be furnished by the Client.
- b) Preparation of street network, open space network, typology plans and building height plans with infrastructure and services layout.
- c) Preparation of building design drawings based on Concept design consisting of sketches, drawings and images of perspectives with area statements.
- d) Review the overall Concept Design with respect to key Engineering and building design Inputs.
- e) Share and incorporate initial Engineering and Structural Inputs into the concept design with a view of fine tuning the design towards a more detailed scheme, taking into consideration inputs from all other consultants on the project.
- f) Review all statutory bye-laws in detail and ensure that the schematic design caters to requisite parameters of the local development rules.(Liaison architect shall review the concept design and provide all relevant codal inputs)
- g) Design of circulation cores, vertical transportation and services areas to be scheduled in this stage.
- h) Commence work on material and finishes schedule preparation.
- i) Work out building and other elevations with respect to short-listed materials and finishes. Massing studies finalized during the concept design stage shall be further detailed in this stage with respect to the actual materials proposed and the proportions etc. Options of colours and materials, that may have an impact to the structural system or services, shall be explored in this stage.
- j) Provide single line budgetary estimates and assist the Project manager in preparing Overall Project Cost by providing details on elements and conceived finishes, and review with the budgetary cost of THSTI.
- k) Prepare and issue Schematic Design Documents for review by THSTI, at intervals appropriate to the progress of the Schematic Design Phase and mutually agreeable to THSTI and the Consultant. Incorporate any modifications suggested by THSTI and Authorities and reissue documents for THSTI's approval.
- l) Attend regular design review and design coordination meetings with all/ necessary consultants and sub-consultants.
- m) Prepare Schematic design drawings and other documents and submit to THSTI 1 (One) set of hard copy in A3 or higher size.
- n) Prepare preliminary cost estimates (based on Plinth Area Rates).

NOTE : All design meetings will be scheduled at THSTI Faridabad.

Deliverables by the consultant for SCHEMATIC DESIGN STAGE shall include the following:-

Master Plan

- I. Complete master plan of the project showing location of all buildings, roads, open spaces and parking elements.
- II. Sections through key pedestrian and vehicular access roads along with relevant cardinal dimensions.
- III. Clear delineation of the project site limit lines
- IV. Primary spot elevations
- V. Cardinal street elevation(s)+
- VI. Levels of all buildings

Building Floor Plans

- VII. Plans of all floors showing structural system, vertical transportation elements, core elements, vertical shafts, floor elevations
- VIII. Key dimensions, bay sizes, structural grid and overall dimensions
- IX. General notes indicating major extent of materials and any special conditions of equipment.
- X. Building sections keyed
- XI. Area Summary

Building Sections

- XII. Sections through building to show relevant conditions including vertical transportation and adjacent conditions
- XIII. Floor to floor height
- XIV. Ceiling heights
- XV. Schematic section details keyed

Building Elevations

- XVI. Major elevations with extent of glazing and mullion spacing indicated
- XVII. Floor lines indicated
- XVIII. Overall dimensions
- XIX. Setbacks and overhangs indicated
- XX. Relationship to existing and finished grade clearly shown.

This Stage will be considered complete after The THSTI's written approval of the Schematic design and request to move to the next stage.

Any revision/ modification in the approved schematic design at a later date will result in reviewing the detail design appropriately.

3.4.4 | STAGE-4: DESIGN DEVELOPMENT STAGE: (EXPECTED: 2 DESIGN PRESENTATION / WORKSHOPS)

- a) After approval of schematic design by THSTI, coordinate with THSTI and other consultants as necessary to prepare design drawings. THSTI to ensure that consultants shall accept and perform as per the timelines imposed on them by the consultant.
- b) Refine the design to a building approval submission standard and provide THSTI adequate information whereby the Project managers can interpret the information and provide THSTI enough information to prepare a Cost Plan/ Overall Project cost
- c) Coordinate the overall engineering concepts. Development of Building design drawings in coordination with Structural and Services design drawings, including specific building features, finishes and design elements, incorporating and coordinating inputs from other disciplines, Outlining / specifications of the building and taking approval from THSTI, modifying designs and specifications as per the requirements of THSTI.
- d) Work with the client / Project manager to optimize the value of the project within the agreed cost plan.
- e) Lead co-ordination of all design input and documentation in particular to structural, building services
- f) Advise model maker, appointed by the THSTI, at mutually agreed fees, to prepare a model, based on client requirement, if required.
- g) Prepare diagrammatic material that illustrates the building and service systems in the building, these will be used for presentation and inclusion in reports to THSTI and where required to local authorities.
- h) Provide advice to professional perspective artists and other graphic designers as required, to develop high resolution Images for THSTI.
- i) Prepare Design development drawings and other documents and submit to THSTI 1 (One) set of hard copy in A3 or higher size.
- j) Prepare preliminary cost estimates (based on Plinth Area Rates).

Deliverables by the consultant for this stage shall include the following:-

- I. Prepare detailed masterplan drawings including street network, open space network, building height and typology plans along with detailed infrastructure/services layout.
- II. Prepare detailed design drawings including floor plans, typical elevation & sections, material palette for façade and floors; incorporating THSTI's suggestions /feedback
- III. The structural grid, vertical shafts, horizontal ducts, and location of all electro-mechanical services /back-ups needs to be coordinated on the floor plan, sections and elevations. All working levels need to be established, as per the contour profile of the site.
- IV. Detail sections and elevations of selected parts of the project to describe the design.
- V. 10 perspectives including aerial, ground level views.

- VI. Design documentation will include the following
 - i. Materials and Finishes Schedule
 - ii. Material Samples (if required)
- VII. Ballpark cost estimate for approval of design.
- VIII. Issues 1 (One) set of hard copy (A3) of final designs, drawings and documents.
- IX. Review for pricing (Value Engineering if required)
- X. Preliminary cost estimates (based on Plinth Area Rates).

This Stage will be considered complete after The THSTI's written approval of Design Development stage and request to move to the next stage.

3.4.5 | STAGE-5: STATUTORY APPROVALS STAGE:

- a) Prepare and submit reports / drawings / submissions necessary for statutory approvals and ensure compliance with codes, standards and legislation, as applicable.
- b) Incorporating necessary changes or making modifications in the designs based on inputs received from the statutory authorities.
- c) Obtaining all statutory approvals from all the local authorities including associated liaisoning.
- d) All works for submission including fee payment to authorities shall be borne by the consultant and shall be reimbursed by the THSTI on production of original receipts.

3.4.6 | STAGE-6: DETAILED DRAWINGS AND DOCUMENTS FOR TENDER STAGE:

- a) Prepare detailed drawings, specifications and schedule of quantities sufficient to prepare detailed estimate of cost and tender documents including code of practice covering aspects like mode of measurement, mode of payment, quality control procedures on materials and works and other conditions of contract.
- b) Prepare all draft detailed estimates of cost (based on CPWD item rates).
- c) Prepare all draft tender documents as per approved guidelines in consultation with the Institute/executing agency.
- d) Assist the Institute/executing agency to invite, receive and analyze tenders, be present to clarify issues in the pre-bid meetings etc, to the extent desired by the Institute/executing agency.
- e) Advise the Institute/executing agency on prequalification of agencies, and award of work to contractors, to the extent desired by the Institute/executing agency.
- f) Assist the Institute/executing agency in preparing and finalizing the schedule of work along with the Contractor, to the extent desired by the Institute/executing agency.

Deliverables by the consultant for this stage shall include the following:

- I. Prepare final tender drawings and comprehensive documents after approval of detailed design and incorporating THSTIs comments.

3.4.7 | STAGE-7: GOOD FOR CONSTRUCTION DRAWINGS AND EXECUTION STAGE:

a) Prepare and submit complete sets of Good for Construction drawings with all details and specifications for each building/construction item as per work schedule for approval of the institute.

b) Issue complete set of final Good for Construction drawings for each building/item at least two weeks before the actual construction schedule.

c) Make revisions if any in the final Good for Construction drawings.

d) Make revisions and issue drawings for proper execution of works during construction.

e) Assist the THSTI / executing agency to approve samples of various materials, items and components.

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

g) Provide Periodic Supervision by Principal Architect / Competent Architect / Engineer for project supervision / quality control.

h) Resolve queries, wherever necessary clarify and design, offer interpretation of the drawings/specifications, attend conference and meeting to ensure that project proceeds generally in accordance with the conditions of contract and keep THSTI informed and render advice on actions, if required. The visits will be monitored and effectively used to align to agreed visit in this agreement.

i) Monitor the project for conformity to design intent, assist the representative of THSTI for all hands on site related input, assist in ensuring quality control in site, approve samples / prototypes submitted at site and support THSTI to keep a check on the Project Costs.

j) Attend periodic project progress review and design review meetings along with vendors / agencies.

k) Improvisation on GFC / Working drawings with specifications if needed.

l) Provide a briefing session to the potential contractors enabling them to have a clear understanding of the project deliverables.

m) Consultant would provide localized solution in case of unanticipated problems arising at site

n) Consultant shall supervise and raise reportage with respect to quality of Line and Level, Quality of Finishes and Quality of Finishing Materials. Adherence to specifications and quality of structure and masonry execution shall be within the purview of the Project manager.

o) Review and take appropriate action on contractor's submissions, including Shop Drawings, Product Data, Samples, Requests for Information (RFI's) and Requests for Clarification (RFC's) and coordinate RFI related to consultant's work and process the information to contractor. Such action shall be taken with reasonable promptness.

- p) Visit sites of fabrication or testing of materials and assemblies as requested by THSTI and report on the results of the observations of tests. Costs for these visits shall be borne by the THSTI as per actual.
- q) Review of AS BUILT drawings of Contractors. (The consultant shall vet the 'as built' drawings that have been first duly approved by P.M.C / site supervisor as per actual construction).
- r) The Project Manager shall ratify technical and building requirements as laid down in the tender during works on site. On virtual completion of work, for the purpose of seeking Occupation Certificate from the local Authorities, the Project Manager shall issue a letter after clients confirmation duly signed by them stating that the works have been executed by the Contractor as per specifications and technical requirements and procedures laid down by the Structural consultant and the design consultant in writing.
- s) Post project manager's certification Design consultant shall prepare snag list. Project manager shall ensure that all snags are rectified before Design consultant issues virtual completion certificate.

Deliverables by the consultant for this stage shall include the following: -

- a) Prepare working drawings with required construction details to execute the work on site
- b) Provide list of shop drawings to be supplied by contractor for various works
- c) Review and approve shop drawings supplied by contractor before releasing the drawings for execution. Project manager shall be responsible to co-ordinate timely delivery of shop drawings from vendors for consultant's review.
- d) Coordinating the overall design, drawings and detailing work pertaining to structural, electrical, water supply, sanitary, firefighting and other engineering works as may be necessary. Co-ordinate with all consultants.
- e) The consultant architect to submit GFC's (Good for construction drawings) in form of Hard Copies 3 nos. & 1 no. Soft Copies.

3.4.8 STAGE-8 PROJECT CLOSE OUT / FINAL SETTING OUT STAGE:

- a) Prepare and submit completion reports and drawings for the project as required and obtain "Completion/Occupancy Certificate" from statutory authorities, wherever required by the Institute/executing agency.
- b) Issue sufficient soft copies of drawings and documents to facilitate contractor(s) and executing agency to furnish as built drawings of entire project to the Institute.
- c) The consultant shall comment on the standard of the finish to enable rectification of work if any.
- d) Assist in giving guidance for setting out the furniture layouts for the sale plans; and artworks, carpets, lighting and other accessories as necessary for the common spaces.

3.5 SUB CONSULTANTS AND THEIR LIABILITY

1. Consultant shall appoint technically qualified sub consultants specialized in the domain of Structure, Engineering Services (MEP), Landscape, Energy and Ecology.
2. The integration of the input from the respective sub consultants shall be the responsibility of the consultant. However, technical calculations and any liability for the same shall be the liability of the respective sub consultants working as part of the consultant's team.

3.6 PERIOD OF CONSULTANCY

Period of the consultancy would be till the completion of the project and commissioning of the facility for regular use or 36 months form date of appointment of the consultant, whichever comes earlier. The consultant shall not be liable for any defects arising during construction, or after the completion of the project.

3.7 ARCHITECTURAL AND ENGINEERING DOCUMENTATION REQUIREMENTS

1. General: Upon award of assignment, the successful Consultant shall provide all necessary design drawings, calculation and specifications. All Architectural and Engineering design shall be performed by qualified professional authorized to practice in the project area. All drawings (100%) 'Good For Construction' shall be provided to the contractor, once the contract is awarded.
2. The successful Consultant shall be responsible for providing the necessary design and documentation to obtain the necessary construction permits for the project. Design fees associated with multiple plan review submissions due to inadequate design documentation shall be the responsibility of the consultant.
3. 'As Built Drawings' for each discipline shall be provided at the completion of the project.

SECTION 3: TECHNICAL PROPOSAL – STANDARD FORMS

Form TECH 1	Technical Proposal Submission Form
Form TECH 2	Average Annual Turnover of Applicant
Form TECH 3	Firm's Profile and Experience
Form TECH 4	Comments and Suggestions on the (a) Terms of Reference (b) on data services, and facilities to be provided by the employer; and (c) Appreciation of Assignment.
Form TECH 5	Description of the methodology and work plan for performing the assignment.
Form TECH 6	Team composition and tasks assignment
Form TECH 7	Format of Curriculum Vitae of Proposed Key Professional Staff.

FORM TECH 1:

TECHNICAL PROPOSAL SUBMISSION FORM

To,
The Executive Director,
Translational Health Science and Technology
Institute (THSTI).

Location:

Date:

Sir,

Sub: Hiring of Consultancy Services for **Architectural & Engineering Consultancy Services for the development of land and buildings in the 85 acres of land (Phase – II) of NCR-BSC, Faridabad.** –
Technical Proposal.

We, the undersigned offer to provide the consulting services for the above in accordance with your Request for Proposal dated [Date], and our Proposal. We are hereby submitting our Proposal which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

If negotiations are held during the period of validity of the Proposal i.e., before [date], we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from contract negotiations

We understand you are not bound to accept any Proposal you receive.

We remain.

Yours Sincerely,

Authorized Signature (in Full and Initials)

Name and Title of Signatory:

Name of Firm:

Address:

FORM TECH 2:

Average Annual Turnover of Applicant

S. No	Financial Years	Revenue from Consultancy Services (INR)
1.	2015-2016	
2.	2016-2017	
3.	2017-2018	
	[Average Annual Turnover]	[indicate sum of above divided by 3]

Certificate from the Statutory Auditor

This is to certify that [name of company] [registered address] has received the payments shown above against the respective years.

Name of Authorized Signatory

Designation

Name of firm

Signature of Authorized Signatory

Seal of Audit firm

Note:

1. In case the Consultant does not have a statutory auditor, it may provide the certificate from its Chartered Accountant.
2. If 2017-2018 accounts are still being audited, please provide provisional figures.

FORM TECH 3:

FIRM'S PROFILE AND EXPERIENCE

a. Consultant's Organization

(Provide not more than 5 pages by each member of the Consortium)

B. Consultant's Experience (Relevant Services Carried Out in the Last Ten Years that Best Illustrate qualifications, using the format below, provide information on each reference assignment for which your firm/ Consortium (Not exceeding more than 40 pages)

Assignment Name:		Country:	
Location within Country:		Professional Staff Provided by Your Firm / Entity (Profiles).	
Name of Employer:		No. of Staff:	
Address:		No. of Staff-Months : Duration of Assignment:	
Start Date(Month/Year):	Completion Date(Month/Year):	Approx. Value of Services (in:	
Name of Associated Consultants , if any:		No. of Months of Professional Staff, provided by Associated Consultants:	
Name of Senior Staff (Project Director/Coordinator,TeamLeader)involved and functions performed:			
Narrative Description of Project:			
Description of Actual Services Provided by Your Staff:			

Firm's Name:

FORM TECH 4:

Comments and Suggestions on the

(a) Terms of Reference

(b) On data services, and facilities to be provided by the employer and

(c) Appreciation of Assignment.

A) On the Terms of Reference:

1)

2)

3)

4)

5)

B) On the Data, Services, and Facilities to be provided by the Employer

1)

2)

3)

4)

5)

C) Appreciation of Assignment

1)

2)

3)

4)

5)

FORM TECH 5:

DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

a) Technical Approach and Methodology: In this, the consultants explain their understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. The consultants shall highlight the problems being addressed and their importance, and explain the technical approach they would adopt to address them. The consultants shall also explain the methodologies they propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) Work Plan: In this chapter, the consultants shall propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones, and delivery dates of the reports. The proposed work plan shall be consistent with the technical approach and methodology, showing understanding of the ToR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, shall be included here. The work plan should be consistent with the Work Schedule.

c) Organization and Staffing: In this chapter, the consultants shall propose the structure and composition of the team. The consultants shall list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.

FORM TECH 6:

TEAM COMPOSITION AND TASKS' ASSIGNMENT

1. Key Personnel and Managerial Staff

S. No.	Name	Position	Task
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

2. Technical Support Staff

S. No.	Name	Position	Task
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

FORM TECH 7:

FORMAT OF CURRICULUM VITAE OF PROPOSED KEY PROFESSIONAL STAFF

Proposed Position:

Name of Firm:

Name of Staff:

Profession:

Date of Birth:

Years with Firm/ Entity: _____ **Nationality:** _____

Membership of Professional Associations: _____

Detailed Tasks

Assigned:

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about a page.]

Education

[Summarize college/ university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about a 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, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and Employer references, where appropriate. Use about 5 pages.]

SECTION – 4

DRAFT FORM OF CONTRACT

CONTRACT FOR: Providing Architectural & Engineering Consultancy Services for the development of land and buildings in the 85 acres of land (Phase – II) of NCR-BSC, Faridabad

CONTRACT NUMBER: ----- .

THIS CONTRACT SERVICES AGREEMENT (herein “Agreement”), is made and entered into this ----- day of -----, 2018, by and between the Translational Health Science and Technology Institute, Faridabad (herein “THSTI/Client”) and ----- **(consultant)**-----, ----- (herein “service consultant”). (The term consultant includes professionals performing in a consulting capacity.)

The Consultant has agreed to provide the Services on the terms and conditions set out in this Contract.

4.1 I IT IS HEREBY AGREED as follows:

1. Documents

This Contract comprises the following documents:

- Form of Contract
- General Conditions
- Special Conditions
- Terms of Reference
- Schedule of Payment
- Performance Guarantee

Annexes: Detailed at Special Conditions of Contract, This Contract constitutes the entire agreement between the Parties in respect of the Consultant’s obligations and supersedes all previous communications between the Parties, other than as expressly provided for in Section ----- . .

2. Contract Signature

If the Original Form of Contract is not returned to the Contract Officer (as identified in Section ----) duly completed, signed and dated on behalf of the Consultant within 30 days of the date of signature on behalf of the Client, Client, or participating ULBs will be entitled, at its (their) sole discretion, to declare this Contract void.

No payment will be made to the Consultant under this Contract until a copy of the Form of Contract, signed on behalf of the Consultant, is returned to the Contract Officer.

3. Commencement and Duration of the Services

The Consultant shall start the Services on [insert start date] ('the Start Date') and shall complete them by [insert end date or period] ('the End Date/the Contract Period') unless this Contract is terminated earlier in accordance with its terms and conditions.

4. Consultancy Fees

Payments under this Contract shall be ____% [insert in numbers and words] of the amount put to tender for the subject work. The tentative project cost for the first three years is estimated to be about Rs. 90.0 Crores. Actual total fee shall be calculated based on actual cost of completed project

5. Time of the Essence

Time shall be of the essence as regards the fulfillment by the Consultant of its obligations under this Contract.

For and on behalf of Client

Signature:

Name: Date:

For and on behalf of Consultant

Signature:

Name: Date:

Witness 1

Name:

Date:

Address:

Witness 2

Name:

Date:

Address:

4.2

GENERAL CONDITIONS OF CONTRACT

1. GENERAL PROVISIONS

- ‘the Contract Officer’ means the person named, who is responsible for all contractual aspects of the Contract, and to whom invoices should be sent.
- ‘Contract Documents’ means the documents listed in the Contract Agreement, including any amendments thereto.
- ‘Contract Price’ means the price payable to the Consultant as specified in the Contract Agreement, subject to such additions and adjustments thereto or deductions there from, as may be made pursuant to the Contract.
- ‘Contract’ means the Contract Agreement entered into between the Client and the Consultant, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.
- ‘GCC’ means General Conditions of the Contract.
- ‘SCC’ means the Special Conditions of Contract.

2. COMMENCEMENT, COMPLETION, MODIFICATION, AND TERMINATION OF CONTRACT

(i) COMMENCEMENT OF WORK

The work should be started within 15 working days of the signing of the agreement between the parties.

(ii) DURATION OF WORK

- The duration for completion of the work as specified in the “scope of work” is **THREE YEARS** from the date of signing of this agreement.
- After the completion of the assigned responsibilities during the tenure of the contract, Institute, at its sole discretion may extend the contract on year to year basis (Maximum for Three Years) based on satisfactory performance of the consultant during the previous year.

(iii) TERMINATION OF THE CONTRACT

Either parties to the contract reserves the right to terminate the contract at any stage by serving one month’ notice to the other party for delay/defaults in delivery/completion of work or for unsatisfactory quality of work or without assigning

any reason thereof. The contract shall stand terminated upon expiry of the notice period.

3. OBLIGATIONS OF THE CONSULTANTS

The Consultant shall perform all its obligations under this Contract (including the provision of the Services) with all necessary skill, diligence, efficiency and economy to satisfy generally accepted professional standards expected from experts.

4. CONSULTANTS' PERSONNEL

4.1 All members of the Consultant's Personnel shall be appropriately qualified, experienced and in a suitable physical condition so as to ensure that the Consultant complies with all the Consultant's obligations under this Contract.

4.2 No changes or substitutions may be made to members of the Consultant's Personnel identified as key personnel of this Contract without prior written consent of the Client.

4.3 Replacement of personnel will only be considered under exceptional circumstances (eg: Death, Prolonged illness and on leaving the company) and will be subject to prior approval by Client.

4.4 If the Client considers any member of the Consultant's Personnel unsuitable, the Consultant shall substitute such member as quickly as reasonably possible without direct or indirect charge to the Client with a replacement acceptable to the Client.

4.5 The Consultant is responsible for all acts and omissions of the Consultant's Personnel and for the health, safety and security of such persons and their property.

4.6 The Consultant shall not sub-contract any of its obligations under this Contract without the prior written consent of the Client.

5. PAYMENTS TO THE CONSULTANTS

1. The total fees payable to The consultant(s) in accordance with the scope of services as enunciated in this RFP shall consist of fixed percentages of the amount put to tender and will become the cost of the work on which the consultancy fee will be calculated and final amount will be calculated on the actual cost executed works. It will be fixed for the entire work. No additional payment will be made for any change / modification in the scope of work or any additional work in the proposed site whatever the reason so ever, with any condition for escalation whatsoever.

2. The fees are inclusive of all levies and taxes as per the latest taxes and rules applicable (excluding GST as applicable), and inclusive of fees payable by the consultant to any other sub-consultant and associate. The necessary taxes such as income tax etc. as applicable will be deducted at source.

3. Cost of bought out items e.g. Loose Furniture and furnishings, Elevators, Escalators, Kitchen/pantry equipment, Laboratory equipment, UPS, Diesel Generator Sets, for which only layouts, schematics, capacities, connectivity and basic specifications shall be provided by the Consultant, does not contribute any fee for the scope. Technical layout for lab will be the scope of the client/ specialist hired by THSTI.

The amount of fees for the consultant shall be paid in the following stages:-

Stage 1	Signing amount	5% of total fees
Stage 2	On submitting conceptual designs stage and preliminary estimates of cost	10% of total fees
Stage 3	On submitting Schematic design stage	10% of total fees
Stage 4	On submitting Design development stage and detailed item-wise estimates of cost which should also include approval from local bodies.	10% of total fees
Stage 5	On submitting approval drawings to the statutory authority.	10% of total fees
Stage 6	On submitting Tender documentation detailed specifications, bills of quantities, detailed working drawings (contractual and services design) together with estimates of cost sufficient to invite tenders.	20% of total fees
Stage 7	Good for Construction drawing and execution stage During the course of construction of work at site 30% of total fees to be paid in installments consistent with the progress of work from time to time. (maximum 36 months)	30% of total fees
Stage 8	On completion of work and obtaining required completion certificates (payable after expiry of the defect liability period).	5% of total fees

6. SETTLEMENT OF DISPUTES

Any and all disputes arising out of or under this contract shall be tried to be resolved amicably. However in case the dispute is not so resolved, the same shall be referred to the sole arbitrator accepted to both the parties. The same shall be conducted in accordance with Arbitration and Conciliation Act – 1996 including all amendments in 2015. The place of arbitration shall be NCT of Delhi and the language shall be English.

III. SPECIAL CONDITIONS OF CONTRACT

1. Officials

1.1 The Contract Officer is: *[please insert details as below]*

Name:

Designation:

Communication Address:

Phone:

Fax:

Email:

1.2 The Project Officer is: *[please insert details as below]*

Name:

Designation:

Communication Address:

Phone:

Fax:

Email:

1.3 The Consultant's Representative is: *[please insert details as below]*

Name:

Designation:

Communication Address:

Phone:

Fax:

Email:

2. Additional documents to be included in this Contract

The following documents are included in and form part of the Contract: Annex ----- . Minutes of the meeting between the Client and the Consultant dated ----- (If there are any modifications to the General Conditions of Contract, the clauses that replace GCC clauses should be inserted here. Additional clauses can also be inserted here, but care should be taken to ensure that this does not cause interpretation difficulties.)

3. Payment Structure

The payment schedule is contained under clause – 6 of GCC – Payments to the consultants.

5. Arbitration / Dispute Resolution

The place of arbitration / Dispute Resolution shall be Faridabad / NCT of Delhi and the language shall be English.

SECTION – 5
APPENDICES

FINANCIAL PROPOSAL
(To be submitted on letter head of firm)

Date:

To,
The Executive Director,
Translational Health Science and Technology Institute (THSTI).

Subject: Financial offer for providing **Architectural & Engineering Consultancy Services for the development of land and buildings in the 85 acres of land (Phase – II) of NCR-BSC, Faridabad.**

Respected Sir,

We have examined the details given in Request for Proposal provided by THSTI, Faridabad for the Selection of Consultant(s) for subject work.

Our fee for the Scope of Services described in the RFP amounts to ----- percent (In Words-----) of the amount put to tender for the subject work. The tentative project cost for the first three years is estimated to be about Rs. 90.0 Crores, actual total fee shall be calculated based on actual cost of completed project.

We agree to all other terms and conditions relating to the fee as laid down in this RFP

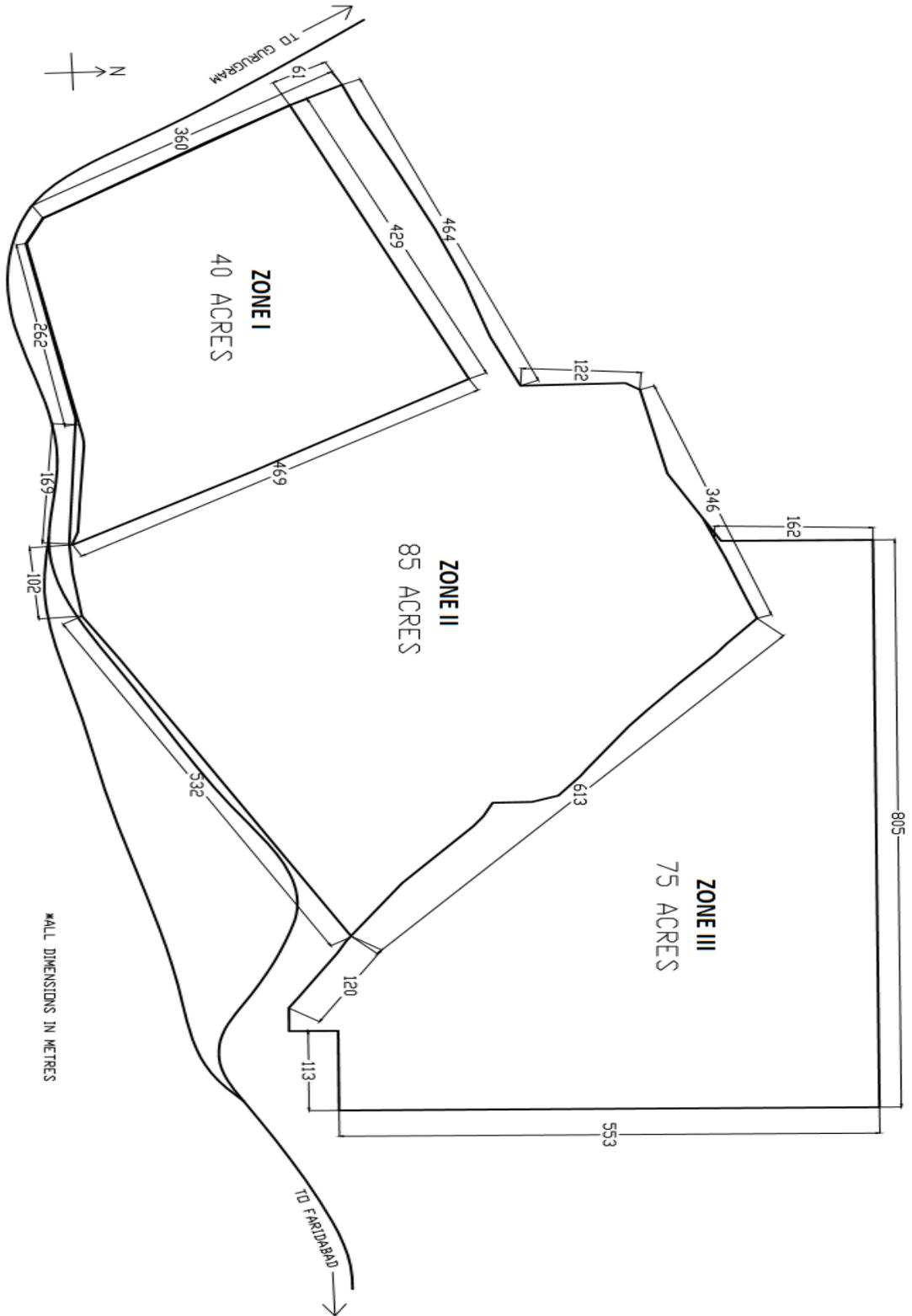
I/We, declare that the above fees is including all the taxes and fees (show only Goods & Services Tax (GST) separately) as made mandatory by Government.

It is requested of you to consider our offer for financial bid.

Thanking You,

(Authorized Signatory)

SITE PLAN



SITE IMAGES



Aerial Imagery of Site



Looking towards Badhkal Lake



Site-Birds eye view.



Looking towards Gurgaon Faridabad Highway from site



Existing buildings in Phase I

.....End.....