

CORRIGENDUM to EOI

(Revised EOI document)

Invitation for Expression of Interest (EOI) from Eligible Architect/Architectural Firm for Textiles Committee

EOI No.	600/INF/13/131/2015-RSA (<u>Revised</u>)	Date:	20.07.2015
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Disclaimer: This Invitation for EOI is not an agreement and is neither an offer nor contract by Textiles Committee to the prospective Applicants or any other person. The purpose is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this Invitation for EOI. This Invitation for EOI includes statements, which reflect various assumptions and assessments arrived at in relation to the Consultancy that may not be accurate.

CHAPTER - I

Invitation for Expression of Interest (EOI)

i. Background

About Textiles Committee:

The Parliament in its 14th year of the Republic enacted the Textiles Committee Act, 1963 (41 of 1963), which received the President's assent on 3rd December, 1963 and was published in the Gazette of India on December 4, 1963. The Textiles Committee, as an organization, started functioning from 22nd August, 1964. By virtue of Section 3 of the Act, the Textiles Committee is a statutory body with perpetual succession. The Textiles Committee is under the administrative control of the Ministry of Textiles, Government of India. Textiles Committee acts as a facilitator to the textile trade & industry, through its activities such as testing, consultancy services, cluster development activities, market research studies, quality appraisal of textile products, handloom mark scheme and assessment & rating of G&P units.

About Resource Support Agency (RSA):

The broad objectives of Resource Support Agency (RSA) are as under:

- a. Conducting research
- b. Developing a mechanism on standardization, accreditation & certification and
- c. Building quality assurance through monitoring and evaluation

A separate division of RSA will be functioned in Textiles Committee to deliver the functions of RSA in effective manner.

ii. Scope of Work

- a. Textiles Committee has decided to engage the services and support of an eligible Architect / Architectural Firm in the process relating to interior furnishing and the other allied works for the proposed RSA Division in about 4,000 sq. ft. space at the ground floor of the Textiles Committee building complex, Textiles Committee, Prabhadevi, Mumbai - 400025.
- b. Reports/deliverables required from Architect/ Architectural Firm:
 - b. 1. Planning and design taking into account the features such as energy conservation, use of natural light to the maximum extent etc.
 - b.2. A comprehensive BOQ and BOM for development of complete RSA division which includes executive cabins-6, cubical workstations-10 members, meeting room, video conferencing room (25 to 30 seating capacity), visitor's waiting room, reception, data center/server room, pantry, electrical room, store room & etc.

- c. Complete tender and associated documents
- d. Timely and qualitative completion through effective Project management Consultancy (PMC) services.
- e. Reports as and when required with regard to the present consultancy
- f. The engagement shall be governed by the General Financial Rules (GFR)/ CVC guidelines of Government of India.

iii. **Support/ Inputs to be provided by Textiles Committee**

- a. Floor plan.
- b. Facilitate onsite inspection and physical measurement.
- c. Briefing Session for clearing doubts/queries related to EOI, if any

iv. **Budget**

INR One (1) Crore inclusive of all statutory taxes and Architect/Architect Firm Fees till the completion of project with all licenses, permissions, etc.

CHAPTER - II

i. Eligibility Criteria

- a. Registration- The Architect/ Architectural Firm should be registered with Council of Architecture.
- b. Office Location- The Architect/ Architectural Firm must have an office operational in Mumbai.
- c. Experience- The Architect/Architectural Firm should have a minimum 3 years of experience of working on similar assignments with government departments, PSUs and allied agencies as on 31/03/2015.
- d. Past Assignment- The Architect/ Architectural Firm must have handled at least one past assignment equivalent to or above Rs 1 crore in the last three years.
- e. Technical Aspects- The applicant must have qualified graduate Architects having experience in preparation of concept plan, design, cost estimation based on current schedule of rates of CPWD and non schedule items if required based on market rate analysis.
- f. *Professional Fees- Applicant should have collected professional fees of Rs. 15 lakhs (Rupees fifteen lakhs) or more per year in the last three financial years.*
- g. Declaration for Transparency- Applicant should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by Govt. of India/ State Govt. (Please submit self declaration format as per Appendix-3)

ii. Selection Criteria

- a. The selection will be based on the marks obtained which will be derived out from the record of past experience & financial strength as per table given below and Presentation:

Sr. No.	Criteria	Weightage
	Eligibility Criteria- A	
1.0	Experience	15
1.1	Number of years in architectural practice	04
1.2	Office at Mumbai	01
1.3	Past Assignments- experience in dealing with different type of major projects	05
1.4	Past Assignments- past experience in Designing	05
2.0	Technical Aspects	30
2.1	Qualification	10
2.2	Experience of key personnel	20
3.0	<i>Financial strength of Architect/Architectural Firm</i>	<i>15</i>
3.1	<i>Professional fees collection figure for last three years</i>	<i>15</i>
	Eligibility Criteria- B	
4.0	Presentation	40

- b. The interested Architect/Architect firms shall have to submit the relevant documents in reference to meeting above criteria.
- c. The Architect/Architect firms shall have to give the presentation on the concepts understood by them for the development plan at Textiles Committee with their proposed designs.
- d. The Screening Committee constituted by Competent Authority of Textiles Committee shall shortlist the top five Architect/ Architect Firm who shall be eligible for the submission of RFP and participation in the next level of bidding process.

iii. **EOI Format**

The EOI must contain following:

- a. Letter for EOI (Appendix-1),
- b. Application Format (Appendix-2),
- c. Self-Declaration (Appendix-3) and
- d. Power of Attorney in case of Architectural Firm (Appendix-4)
- e. All pages of Revised EOI document published by Textiles Committee duly signed and sealed by authorized signatory of Architect/ Architectural firm.*

Application Format:

The Architect/Architectural Firm should include details of registration, office location, professional competence, past experience of assignments of similar nature, financial aspects, methodology, etc.

Documents required for validating eligibility criteria (Please see Appendix-2):

- a. Registration- Certified copy of valid registration with the Council of Architecture,
- b. Office Location- Certified copy of the Registration of Practice or other valid relevant document (to be specified by Architect/Architectural firm),
- c. Experience- Certified copy of valid registered partnership deed OR Certified copy of valid JV agreement, if applicable,
- d. Past Assignment- Details of past projects equivalent to or above Rs 1 crore in the last three years,
- e. Technical Aspects- as per Application Format,
- f. Turnover- Statement of Accounts of the last three financial years audited and certified by the Chartered Accountant confirming the professional fees collected of Rs. 15 lakhs (Rupees fifteen lakhs) or more per year in the last three financial years and Income tax return for the last three years,*
- g. The application must be signed by person (s) on behalf of the organization having the necessary authorization/ Power of Attorney to do so. Each page of the application shall be signed,
- h. Any other valid relevant document(s) including References can be submitted by the Architect/ Architectural Firm along with the EOI as “Additional Documents”.

CHAPTER III

Instructions to Applicants (ITA)

A. Standard Information

1. The Architect/Architectural Firm shall respond to the invitation for EOI by giving the proposal in a sealed envelope.
2. All communications including the submission of the EOI in sealed envelope should be addressed to The Secretary, Textiles Committee captioned as "Expression of Interest (EOI) - Architect/ Architectural firm" on the envelope.
3. Briefing Session is kept on 15 July 2015 at 3.00 PM for clearing doubts/queries related to EOI, if any, by prospective Architect/ Architectural firm. Those interested can attend the briefing session in person or can send their authorized representative with authorization letter on above mentioned date at Textiles Committee, Mumbai
4. Submission Deadline:
The duly completed EOI shall reach to The Textiles Committee either by post or courier or by hand on or **before 12.00 PM on 28th July 2015**.
5. Discretion of Textiles Committee
 - i. Textiles Committee reserves the right to reject any/or all the EOIs without assigning any reason whatsoever.
 - ii. Textiles Committee also reserves the right to reject any EOI if:
 - a. It is not in the prescribed format
 - b. At any time, a material misrepresentation is made or uncovered, or
 - c. The applicant does not respond promptly and thoroughly to requests for supplemental information required for the evaluation of the EOI.
6. Confidentiality:
Information relating to evaluation of EOIs and recommendations concerning selection shall not be disclosed to the applicant/s who submitted the EOIs or to other persons not officially concerned with the process, until the selection of Architect/Architectural firm.
7. The cost for preparing EOI is not reimbursable or shall not be paid by Textiles Committee.

B. Specific Information

- i. Evaluation of the EOIs
 - a. Date and time of opening the EOIs is on 3.00 PM on 28th July 2015 at Textiles Committee Board Room, Prabhadevi, Mumbai - 400025.
 - b. The evaluation of all the EOIs w. r. t. Eligibility Criteria-A will be done till 3rd August 2015 and the result will be declared to the respective Architect/Architectural Firm on the presentation date.
 - c. Presentation by Architect/Architect firms (Eligibility Criteria-B) is on 6th August 2015 from 11.00 AM.
 - d. The result of final selection of top five Architect/ Architect Firm who shall be eligible for the submission of RFP and participation in the next level of bidding

process shall be declared on Textiles Committee website and communicated to those selected top five Architect/Architectural firm by letter through post or by e-mail.

ii. Warranties of the Architect/ Architectural Firm

The Architect/ Architectural Firm shall warrant that it is under no contractual restrictions or legal disqualifications or other obligations which will prohibit it from entering into this assignment and that the statement and particulars herein contained in this EOI and in the relevant and supporting documents to this EOI are correct.

C. Corrupt or Fraudulent Practices

The Architect/Architectural Firm should observe the highest standards of ethics during the application and execution of the Consultancy assignment. In pursuance of this policy, Textiles Committee defines the terms set forth as follows:-

"Corrupt Practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of the public official in the procurement process or in contract execution; and

"Fraudulent Practice" means a misrepresentation of facts, in order to influence a procurement process or execution of a contract to the detriment of Textiles Committee, and includes collusive practice among Applicants (prior to or after bid submission), designed to establish bid prices at artificial non-competitive levels and to deprive Textiles Committee of the benefits of the free and open competition.

Format for Covering Letter

(On the Letter head of the Architect/Architectural Firm)

Date:

Number:

To,
The Secretary
Textiles Committee
P Balu Road, Prabhadevi
Mumbai

**Sub: Expression of Interest (EOI) for Architect/ Architectural Firm
Ref. EOI No. 600/INF/13/131/2015-RSA (Revised) dated 20.07.2015**

Dear Sir,

Having reviewed and fully understood all of the requirements of the Revised EOI Document as mentioned above under reference and information provided therein, the undersigned hereby submits for the EOI referred above.

The EOI containing the required documents, as mentioned below, for your evaluation is enclosed herein:

Signature

Name

Format for Application

Summary and Contact Information:					
Name of Applicant					
Name of Contact Person for this Proposal in case of Architectural Firm					
Address					
Mobile No.					
Phone No.					
Fax					
Email					
Areas in which Architect/Architectural Firm has expertise:					
Sr. No.	Area (s)	Details			
A. Profile					
A.1	Legal Status & Registration Details				
A.2	Membership/ Awards				
B. Office Location at Mumbai (Yes/No)					
B.1	Office Address at Mumbai (Please attach valid document)				
C. Details of Past and Ongoing Projects (Experience statement)					
C.1	Provide details of Projects for the past 3 years (enclose relevant documents wherever applicable)				
D. Details of the assignments worth of Rs. 1 crore and above in last 3 years					
E. Technical Aspects					
E.1	List of Qualified Graduate and/or post graduate Architects along with their experience and expertise area				
Sr. No.	Name of Architect	Qualification	Total years of experience	No. of years with you/your organization	Expertise area

F. Financial Status		
F.1	<i>Professional fees collected of Rs. 15 lakhs (Rupees fifteen lakhs) or more per year for the last three financial years</i>	
		2012-13
		2013-14
		2014-15
<i>Submit Audited Statement of Accounts of the last three years certified by the Chartered Accountant confirming the professional fees collected of Rs. 15 lakhs (Rupees fifteen lakhs) or more in the last three financial years & Income tax return for the last three years.</i>		
G. Additional Information (if any) with valid relevant documents:		
G.1		
G.2		
G.3		
H. Information, if any, on related aspects such as Sub-contracting arrangement, organizational reference etc.		
I. Details of enclosures (please specify)		
I.1		
I.2		
I.3		

It is hereby certified that the particular provided above are correct to the best of belief and nothing material has been concealed there from.

Name of Authorized Officer to Submit Proposal

Designation

Organization

Date

Signature with Seal

Note:

1. Proposal not submitted in the above format shall be rejected.
2. Please add rows wherever necessary without disturbing the continuity of format.

Self Declaration Format

Date : _____

Ref. No.: _____

To,
The Secretary
Textiles Committee
P. Balu Road, Prabhadevi
Mumbai- 400025

In response to the Revised EOI No. _____, Dt: _____ of Textiles Committee, as a Applicant, it is hereby declared that I/ (name of firm) was not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Govt *or other* agency.

I/ (name of firm) also declare that there is under no contractual restrictions or legal disqualifications or other obligations which will prohibit from entering into this bid and each and every one of the statement and particulars herein contained are correct.

Signature of witness

Date:

Place:

Signature of the Applicant

Date:

Place:

Seal

Notarized**Power of Attorney****Instructions:**

The Power of Attorney is to be executed on a non-judicial stamp paper of Rs.100/-. Each page of the Power of Attorney is to be signed and wherever the blanks are filled in initiated by the Principal (applicant executing the POA). The POA should be signed by the Attorney on the last page. It is mandatory that the Power of Attorney should be notarized by a Notary Public. Wherever required, the Applicant should submit for verification the extract of the documents such as a Board resolution/ Power of Attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.

FORMAT:

S.no	Specifications	Details
1.	Nature of the Document:	Power of Attorney
2.	Date of Execution	
3.	Place of execution	
4.	Name of the Principal	
	Address	
5.	Name of the Attorney	
	Age:	
	Father/Husband Name	
	Address	

PURPOSE AND SCOPE OF THE AUTHORITY;

KNOW ALL MEN BY THESE PRESENTS THAT “the Principal” DO HEREBY NOMINATE APPOINT AND CONSTITUTE “the Attorney” who is presently employed with the Principal and holding the position of,and who has subscribed his/her signature hereunder in token of identification to be my lawful Attorney in my name and on my behalf to do any one or all of the following acts, deeds, matters, and things in connection with or incidental to submission of our bid for Textiles Committee.

- i. To apply with proposals or revises thereof for purpose of responding to the invitation for Expression of Interest (EOI) from Architect/ Architectural firm by Textiles Committee.
- ii. To file necessary applications, indemnities, declarations, documents and papers,

participate in Applicants' and other conferences or give any statement, letter, clarification or any other writing required or necessary for as per procedure.

- iii. To accept terms and conditions relating to the Facilities and sign such writings /letters / papers / documents in token of my acceptance of the terms and conditions therein contained
- iv. To generally deal with Textiles Committee in all matters in connection with or arising out of our EOI for the said Assignment and/or upon award thereof to us and/or till receipt of work order from Textiles Committee.
- v. To act and perform in said fiduciary capacity consistent with the Principal's best interests including such incidental acts as are reasonably required to carry out and perform the specific authorities granted herein by this POA which becomes effective upon execution.

AND it is agreed all lawful acts, deeds, matters, and things done by the Attorney pursuant to the powers hereinbefore mentioned is ratified by the Principal.

In Witness Whereof, I _____ holding the position of

..... in M/s..... have hereunto

set and subscribed my hands at _____ on

_____.

Signature of the
Principal Before the
Witnesses:

- 1.
- 2.

I ACCEPT

Specimen signature of _____, the
Attorney of _____