

## **DIU SMART CITY LIMITED**

**CIN: U74999DD2018PLC009814**

**Fort Road, Diu 362520**

**Contact: +91 2875 252126**

**Email: [Diudscl@gmail.com](mailto:Diudscl@gmail.com)**

---

### **REQUEST FOR PROPOSAL (2<sup>nd</sup> Call)**

FOR

Selection of Architectural Firms for Providing Comprehensive Architectural & Structural Consultancy services for the work of

- (1) Landscaping and Beautification of Summer House Garden at Jalandhar Beach, Diu
- (2) Development of Portuguese Street near Church Area.
- (3) Landscaping of Diu Fort

### **CLIENT:**

**CEO, Diu Smart City Limited**

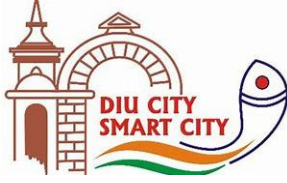
**c/o Diu Municipal Council**

**Fort Road, Diu- 362520,**

**(U. T. of Daman & Diu)**

**Tele-Fax: 02875-252126**

**Email: [diudscl@gmail.com](mailto:diudscl@gmail.com)**



## DIU SMART CITY LIMITED

CIN:U74999DD2018PLC009814  
Fort Road, Diu 362520  
Contact : +91 2875 252126  
Email:[Diudscl@gmail.com](mailto:Diudscl@gmail.com)

No. DMC/DIU/CONST/Smartcity/2015-16/1372

Dated: 06 /09 /2018

RFP No.: 03/2018-19/DSCL/Diu

The CEO, Diu Smart City Limited, invites Proposals under QCBS for Architect Consultancy service from the Architect Consultants firms for the following works:

Sr. No	Name of work and location	Tender Fee	EMD
1	<b>Selection of Architectural Firms for Providing Comprehensive Architectural &amp; Structural Consultancy services for the work of (1) Landscaping and Beautification of Summer House Garden at Jalandhar Beach, Diu (2) Development of Portuguese Street near Church Area. (3) Landscaping of Diu Fort. (2<sup>nd</sup> Call)</b>	Rs. 10,000/-	Rs. 1,00,000/-

**Note: All details are available in RFP at [www.nprocure.com](http://www.nprocure.com) , [www.daman.nprocure.com](http://www.daman.nprocure.com) ,[www.diumunicipalcouncil.com](http://www.diumunicipalcouncil.com), [www.diu.gov.in](http://www.diu.gov.in)**

- 1) Downloading of RFP Documents : 06/09/2018 to 14/09/2018 upto 17.00 hrs.
- 2) Pre bid meeting : 08/09/2018 at 15:00 hrs.
- 3) Date of online submission : upto 17.00 hrs. on 15/09/2018
- 4) Date of Physical document submission : upto 17/09/2018 at 17.00 hrs.
- 5) Date of online opening of tech bid : 18/09/2018 at 17.00 hrs.
- 6) Date of Presentation : to be intimated later on
- 7) Date of opening of Financial Bid : to be intimated later on
- 8) Right to accept or reject any or all the Bids without assigning to any reason thereof is reserved by the undersigned.

**-SD-**

**(Vandana Rao)**

Chief Executive Officer,  
DSCL, Diu.

Email: [dmc-diu-dd@nic.in](mailto:dmc-diu-dd@nic.in)

☎: 02875-252126

C. C. for information to:

1. The P.P.S. to Hon'ble Administrator of Daman & Diu, Secretariat, Daman.
2. The P.A. to Advisor of Hon'ble Administrator/Secretary (PWD), Secretariat, Daman & Chairman, DSCL
3. The P.A. Finance Secretary, Finance Department, Secretariat, Daman & Director, DSCL
4. The Collector, Collectorate, Diu & Director, DSCL
- 5 The Superintending Engineer, PWD, Fort Area, Moti Daman.

Copy to:- The Municipal Engineer, DMC, Diu

## Disclaimer

The information contained in this Request for Proposal document (hereinafter referred to as "RFP") or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of the Diu Smart City Limited (hereinafter referred to as "**DSCL**"), (the "Authority") or any of their employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

The purpose of this RFP is to provide interested parties with information that may be useful to them in making their financial offers pursuant to this RFP (the "Bid"). This RFP includes statements, which reflect various assumptions and assessments arrived at by the **DSCL** (the "Authority") in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the **DSCL**, its employees or advisors to consider the investment objectives, financial situation and needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The **DSCL** accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The **DSCL**, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything

contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Bid Stage.

The **DSCL** also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.

The **DSCL** may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

The issue of this RFP does not imply that the **DSCL** is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the Consultancy Services for the mentioned works and the **DSCL** reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the **DSCL** or any other costs incurred in connection with or relating to its Bid. All such costs and expenses shall remain with the Bidder and the **DSCL** shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

## SECTION – 1. Data Sheet

Salient features are as under:

<b>1.</b>	Name of work	<b>Selection of Architectural Firms for Providing Comprehensive Architectural &amp; Structural Consultancy services for the work of (1) Landscaping and Beautification of Summer House Garden at Jalandhar Beach, Diu</b> <b>(2) Development of Portuguese Street near Church Area.</b> <b>(3) Landscaping of Diu Fort</b>
<b>2.</b>	Tender fees	Rs. 10,000/- (in the form DD only in favor of Diu Smart City Limited, Diu From any Nationalized / Scheduled Bank only.) Tender fee is non-refundable.
<b>3.</b>	Validity period of tender offer.	180 days from Opening of the Bid.
<b>4.</b>	Time limit for completion of work from the date of written order to commence.	6 months
<b>5.</b>	Submission date & time of tender documents	
	a) Date on (or before) which the proposal can be submitted online	<b>15/09/2018 upto 17.00 hrs.</b>
	b) Date on (or before) which the DD in original for Tender fee & other documents must reach in the office of the <b>DSCL, Diu</b>	<b>17/09/2018 upto 17.00 hrs.</b>
<b>6.</b>	Conceptual Presentation	<b>To be intimated later on</b>

7.	Opening of financial Bid online (qualified bidders only)	<b>To be intimated later on</b>
8.	Tender to be opened by	<b>Online by CEO DSCL</b>
9.	Site Visit	<p>Contact Person :</p> <p><b>Shri Ashwin Shah</b>  <b>Municipal Engineer,</b>  <b>DMC,</b>  <b>Diu- 362520,</b>  <b>(U. T. of Daman &amp; Diu)</b>  <b>Tele-Fax: 02875-252126</b>  <b>Email: <a href="mailto:diudscl@gmail.com">diudscl@gmail.com</a></b></p> <p>Mo. No.098257 36319</p>

**Important Note:** DSCL reserves the right, without any obligation or liability, to accept or reject any or all the bid at any stage of the process, to cancel or modify the process or any part thereof or to vary any of the terms and conditions at any time, without assigning any reason whatsoever.

## Section 2. Technical Proposal

### 2.1 Pre-Qualification Criteria

- I. The firm should have minimum average annual turnover of Rs 1 cr from consultancy services in the last three years (2015-16,2016-17,2017-18)
- II. It should have experience of the at least two similar projects completed/under progress in the last five years.

### 2.2 Online submission of tender would include the following documents:

1. The Scanned copies of DD for Tender Fee & Bank Guarantee for EMD
2. Registration Certificate.
3. Partnership deed /incorporation certificate along with Power of Attorney with certificate of registration of Firm. (In case of Partnership Firm)
4. Latest Income Tax Return filed & PAN Card details.
5. Details of **Similar nature of works** completed in last five Financial Years from the date of publication of this RFP in the format given in **Annexure 1**.
6. Details of **work on hand** including separate list of work being done under U.T. of Daman & Diu.
7. GST Registration of the firm.
8. The Firm should submit details of an average annual turnover in the last 3 financial years. (Copy of P & L accounts/ balance sheet for last three years clearly indicating distribution has to be furnished.)
9. Details of the team (as per **Annexure 2**) and their CVs as given in **Annexure 3**.

### Note:

- a) Interested Bidders can view these tender documents online, but bidders who are interested in bidding these tenders can download tender documents from web site as mentioned above and bidder who wish to submit their offer shall pay non-refundable tender fee in the form of Account Payee Demand Draft payable at Diu in favor of Diu Smart City Limited, Diu.
- b) Bidders who wish to participate in online this tender will have to procure / should have legally valid Digital Certificate (Class III) as per Information Technology Act - 2000 using which they can sign their electronic bids. Bidders can procure the same from any of the license certifying Authority of India or can contact (n) Code Solution, G.N.F.C. Ltd., who are licensed certifying Authority by the Government of India.
- c) Tenderer shall submit their offer in Electronic format on line only, after digitally signing the same. Offers which are not digitally signed will not be accepted. No offer in physical



form except specified documents will be accepted.

- d) Conditional tender shall not be accepted.
- e) Tenders without tender fee, and other required documents specified above which do not fulfill all or any of the conditions mentioned in the RFP or submitted incomplete in any respect will be rejected.
- f) The bidders need to submit the original of the technical proposal along with DDs for tender fee and EMD in physical form in the office of CEO, Diu Smart City Limited latest by 17/09/2018. The Envelope/package shall be sealed and the marked "Technical Proposal".
- g) DSCL bears no responsibility of the damaged/torn technical proposals received in the office. Delay in submission of the physical copy will also not be the responsibility of the DSCL.
- h) DSCL reserves the rights to reject any or all tenders without assigning any reason thereof.

### 2.3 Opening of Tender

1. Opening of bid documents will be held on date & time shown in the Data Sheet
2. Conceptual presentation will be arranged on a later date at the office of the Chief Executive Officer, DSCL, Fort Road, Diu-362520 or at place decided in the U.T of Daman & Diu and will be intimated in due course.

## Section 3. Financial Proposal

1. The Financial proposal should be sent in physical sealed envelope along with the technical proposal. Both the envelopes (technical proposal and financial proposal) should be put inside an **outer envelope** marked as "Proposal for Selection of Architectural Firms for Providing Comprehensive Architectural & Structural Consultancy services for the work of (1) Landscaping and Beautification of Summer House Garden at Jalandhar Beach, Diu (2) Development of Portuguese Street near Church Area (3) Landscaping of Diu Fort."
2. The DSCL will open the financial bids of technically qualified bidders only. The financial bids will be opened online only. But in case of any technical glitch due to which the financial bid can't be opened, the sealed physical financial proposal will be opened and evaluated.
3. The financial proposal should list the costs associated with the assignment. These should cover remuneration for staff, accommodation, transportation, site visits (as per requirements), printing of documents and other project related expenditures as per forms attached in the annexure 2.
4. The financial quote should be inclusive all taxes. No additional fee will be provided under any other headings not mentioned in the financial quotation.
5. The financial proposal shall be in the format given in **Appendix 1**.

## Section 4. Evaluation of Proposals

### 4.1 General Instructions

1. Similar nature works means architectural consultancy for design and landscaping of historical places/rejuvenation, restoration of historical sites/streetscaping/ urban designing/water front development/beautification projects/design of civic amenities like public parks.
2. Firms should furnish plans / drawings /photographs and salient features of major jobs handled by them now and in the recent past (five years from the date of publication of this RFP) along with cost, time period, name and address of clients etc
3. The Bidder should not be black listed by any Central/State Govt. Institution. An **undertaking** (self-certificate) that the Bidder hasn't been black listed by a Central/State Govt. Institution must be submitted.
4. The proposals must be properly signed as detailed below:
  - a. By the proprietor in case of a proprietary firm
  - b. By the partner holding the Power of Attorney in case of a firm in partnership (A certified copy of the Power of Attorney shall accompany the Proposal).
  - c. By a duly authorized person holding the Power of Attorney in case of a Limited Company or a corporation (A certified copy of the Power of Attorney shall accompany the proposal).
5. Subcontracting/Outsourcing shall not be allowed without the consent of the CEO DSCL. Doing so will lead to imposition of penalty as set out in the RFP.

### 4.2 Proposal Evaluation

- i. The technical proposal would first be checked for responsiveness with the requirements of the RFP. Scanned copy of the original proposal along with other required documents need to be uploaded online.
- ii. After checking the online proposal, the outer Envelope shall be opened by the CEO or any officer authorized by her after the Proposal Due Date in the presence of the Bidders who choose to attend.
- iii. In case the Proposal is found to be responsive, the Technical Proposal would be evaluated.
- iv. The Technical Proposal would be evaluated on the various aspects set out in this Section 4. As part of the evaluation of the Technical Proposal, DSCL, Diu may also request the Bidder to submit clarifications.

- v. The financial proposal shall be opened for evaluation of those bidders who achieve a **minimum score (S<sub>t</sub>) of 70** out of a total 100. The evaluation of the financial proposal would be taken up only after the contents of the Technical Proposal are found to meet the requirements of this RFP. DSCL Diu reserves the right to reject the Proposal of a Bidder without opening the financial proposal if, in its opinion, the contents of technical proposal is not substantially responsive with the requirements of this RFP.
- vi. Financial proposal shall be opened in the presence of all the Bidders who have scored the technical marks required for eligibility.

### 5.3 Scoring Methodology: Technical Proposal

- I. **The total maximum marks for evaluation of Technical Proposal is 100 marks. Each project will be marked separately out of 100 and technical score calculated.**
- II. This score shall be based on an assessment of the Technical Proposal of the Bidder. The Technical Proposal for each Proposal submitted by the Bidder would be assessed through rating of various parameters set out in the tender document
- III. The Technical Proposal shall be evaluated on the following parameters:

SNo	Parameters	Total marks
<b>A</b>	<b>Experience of the firm (five years prior to the date of publication of the RFP)</b>	<b>20</b>
	Experience as per eligibility criteria of the firm in providing & comprehensive architectural services and site supervision of projects worth at least Rs 5cr. ( 5 marks per assignment of cost Rs 5 cr, 10 marks each for projects worth Rs 10 cr, 20 marks for project worth Rs 20 cr)	
<b>B</b>	<b>Key Personnel</b>	<b>20</b>
	Principal Architect	10
	Sr Architect/Designer	5
	Civil Engineer	5
<b>C</b>	<b>Presentation of the concept design</b>	<b>60</b>
	Understanding of the heritage/Issues/strength of the sites	20
	Design Strategy/Issues tackled	20
	Design features	20

Note:

The CVs of the key personnel will be submitted in the form given in **annexure 3**. The CVs would be evaluated so as to earmark 2 marks for education qualifications and remaining for relevant experience in each case.

- IV. The marks for Technical Proposal would be the arithmetic sum of the marks assigned to the Bidders under each of the parameters listed in RFP. It will be used for **technical score (S<sub>t</sub>)** calculation of the bidder.
- V. The same marking scheme will be followed for all the three projects.

### **3.4. Evaluation Methodology**

3.4.1 Technical score (S<sub>t</sub>) will be calculated as follows:

$$S_t = (t_m / t_h) \times 100.$$

Where t<sub>m</sub> is the technical marks obtained by the bidder and the t<sub>h</sub> is the highest marks obtained.

The Financial Proposals of the Bidders who obtain the technical score S<sub>t</sub> of at least 70 will be opened.

The Financial Proposals shall be given scores as follows:

$$S_f = 100 \times F_o / F_m$$

Where, S<sub>f</sub> is the financial score of the bidder.

F<sub>o</sub> is the lowest financial proposal

F<sub>m</sub> is the financial proposal of the bidder under consideration.

3.4.2 The Composite Score shall be computed as follows:

$$\text{Composite Score} = (S_t \times 0.70) + (S_f \times 0.30)$$

The evaluations methodology will be based on quality and cost based selection method (Q.C.B.S.) with 70% weightage on technical score and 30 % weightage on financial score.

3.4.3. The Bidder obtaining the **highest Composite Score** would be declared as the Preferred Bidder.

3.4.4. The Authority will determine whether the Financial Proposals are complete, qualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the firm to be compensated and the liability to fulfil its obligations as per the TOR within the total quoted Price shall be that of the Consultant.

3.4.5. The Authority will examine the CVs of all other Professional Personnel and those not found suitable shall be replaced by the Applicant to the satisfaction of the Authority before signing the contract.

3.4.7. After selection, a Letter of Award (the "LOA") shall be issued, in duplicate, by the Authority to the Successful Bidder and the Successful Bidder shall, within 7 (seven) days of the receipt

of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof subject to conditions mentioned in the RFP document. In the event the duplicate copy of the LOA duly signed by the Successful Bidder is not received by the stipulated date, the Authority may, unless it consents to extension of time for submission thereof, appropriate the Bid Security of such Bidder as mutually agreed genuine pre-estimated loss and damage suffered by the Authority. On account of failure of the Successful Bidder to acknowledge the LOA, and the next eligible Bidder may be considered. After acknowledgement of the LOA as aforesaid by the Successful Bidder, it shall execute the Service Agreement within 10 (Ten) days from the date of acknowledgement subject to conditions mentioned in the RFP document.

### **3.5. Contacts during Proposal Evaluation**

Bids shall be deemed to be under consideration immediately after they are opened and until such time the Authority makes official intimation of award/ rejection to the Bidders. While the Bids are under consideration, Bidders and/ or their representatives or other interested parties are advised to refrain from contacting by any means, the Authority and/ or their employees/ representatives on matters related to the Bids under consideration.

### **3.6. MISCELLANEOUS**

- i. The Bidding Process shall be governed by, and construed in accordance with, the laws of India and the Courts at UT of Daman and Diu shall have exclusive jurisdiction over all disputes arising under, pursuant to and/ or in connection with the Bidding Process.
- ii. The Authority, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to;
  - a. suspend and/ or cancel the Bidding Process and/ or amend and/ or supplement the Bidding Process or modify the dates or other terms and conditions relating thereto;
  - b. Consult with any Bidder in order to receive clarification or further information;
  - c. retain any information and/ or evidence submitted to the Authority by, on behalf of, and/ or in relation to any Bidder; and/ or
  - d. Independently verify, disqualify, reject and/ or accept any and all submissions or other information and/ or evidence submitted by or on behalf of any Bidder.
- iii. Negotiations
  - a. Prior to the expiration period of proposal validity, the Authority shall notify the most preferred Consultant in writing by registered letter/ email and invite him to negotiate the Contract.

- b. Negotiations normally take one to two days. The aim is to reach agreement on all points and initial a draft contract by the conclusion of Negotiations. The financial proposal is subject to rationalization. Special attention shall be paid to optimize the required outputs from Consultants within the available budget and to define clearly the inputs required from the Authority to ensure satisfactory implementation of the assignment.
- c. The selected firm shall not be allowed to substitute key staff, unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If this is not the case and if it is established that key staff were included in the proposal without confirming their availability, the firm may be disqualified and the process continued with the next ranked firm. The key staff proposed for substitution shall have qualifications equal to or better than the key staff initially proposed.
- d. The Contract shall be awarded after successful Negotiations with the successful Consultants if required. The selected Consultant is expected to commence the Assignment **within two days** of the signing of the contract

## Section 4. Terms of Reference

### 4.1 Background

The Diu Smart City Limited is keen to develop the Summer House located at Jallandhar Beach in Diu. The location of Summer House is such that it is located at the center of a number of tourist landmarks. It is also a favorite haunt for the citizens to take their evening walk and for kids to play in.

The Diu District is blessed with a number of important Portuguese era churches like St Francis, St Assisi, St Paul. These churches are an integral part of Diu's identity and are still in use today. The historical beauty of these churches needs to be preserved and enhanced keeping in mind the heritage architecture. A street connecting these churches is envisaged to present a uniform aesthetic and cultural experience to locals as well as the tourists.

The Diu Fort is a historic monument of immense value and cultural legacy to the people of Diu. The Fort is located on the eastern side of the island. It has a number of chapels, open spaces, Armory, light houses and ancient cannons located in the premises. There is a small jetty in the fort. The Fort is surrounded by a moat kind of structure which separates it from the main land.

The Site location is indicated in the **Annexure 4**. Consultants are advised to visit the location before presentation so as to obtain accurate information of the area.

### 4.2 Scope of Work

The Design services shall include but not be limited to Architectural design, Structural design (only after SBC testing of land), Electrical design, plumbing design and design of all other relevant services along with Preparation of estimates at various stages, preparation of tender documents and all other works specified herein.

Preparation of Architectural designs (various options) as per municipal/ urban authority DCR /CRZ rules/Archeological rules/environment rules/forest rules and other mandatory rules/byelaws and getting it approved from Authority – the process shall involve the following detailed steps:

- a. Taking Authority's instructions and preparation of design brief, ascertain Authority's requirements, examine site constraints / potential and prepare the design brief for Authority's approval.
- b. Prepare a report on site evaluation including site survey.



- c. Prepare conceptual design (various options) with reference to requirements given and prepare rough cost estimate based on prevailing applicable SOR & Market rate analysis.
- d. Modify the conceptual design incorporating changes suggested by Authority and prepare the preliminary drawings, sketches, study model etc. for Authority's approval along with estimate.
- e. Preparation of Architectural schematic drawing and details based on the approved concept plan.
- f. Preparation of drawings necessary for Authority and statutory approvals of Authority and other statutory body/local authority and ensure the compliance with codes, standards and legislation as applicable and obtaining their approval. **(Note: obtaining all the statutory approval is in the scope of work of Architect / firm).**
- g. Preparation and issue of all working drawings and details as listed below for inviting tenders and for proper execution of work during construction. Any report, drawings / details must be issued in 5 hard and 1 soft copy.
  - i. Architectural design
  - ii. Structural design (A Third Party checking report and the approval of DSCL is required for the structural design).
  - iii. Sanitary & Plumbing, water supply, waste disposal system design
  - iv. Rain water harvesting system design
  - v. Electrical system design
  - vi. HVAC / Ventilation system / Mechanical system design
  - vii. Electronics communication system
  - viii. Fire detection, fire protection and security system
  - ix. Site development
  - x. Landscape design
  - xi. Any other drawings as required by the contracting authority.
  - xii. 3D modeling and presentation as and when required and association in presentation with all level.

- xiii. Prepare physical models for display of Project.
- xiv. The work with green building norm and barrier free environment concept.
  
- h. Propose time limit to complete the project.
- i. Preparation of specifications, schedule of quantities, detailed cost estimates based on prevailing applicable SOR of the respective district and tender document including code of practice covering aspects like mode of measurements, method of payment, quality control procedure on materials / works and other conditions of contract.
- j. Evaluation of bids after the tender is invited for construction of buildings
- k. Site visit at regular intervals based on requirements, to inspect and evaluate construction works and clarify any discrepancy / ambiguity in drawings / specifications. Provide interpretation of the drawings / specifications. Attend meetings to ensure that the project proceeds generally in accordance with the conditions of contract and keep the Authority informed and render advice on actions, if required.
- l. Prepare and submit completion report and drawings for the project as required and to obtain "Completion / Occupation Certificate" from statutory authorities, wherever required.
- m. Any other services required for smooth completion of project.
- n. Seeking necessary clearances and approval from the concerned authorities & Govt. agencies and liaising, incorporating the changes in the scheme as per guideline and getting the scheme approved by such authorities.

**NOTE:**

- i. The design of the works shall be energy efficient to the possible extent.
- ii. DSCL shall have the liberty to postpone or not to execute any work and consultant shall not be entitled to any compensation for non-execution of the work except the fees which are payable to the consultant up to the stage of services then in progress.

- iii. DSCL may, at any stage, to reduce, change or expand the scope. Any such increase or decrease in the scope of work would lead to upward or downward revision (as the case may be) of the fees payable as decided by DSCL.
- iv. The application fees which shall be taken by any Central, State and Local authority for the required approvals will be paid by DSCL.

### 4.3 Team Composition

The consultant needs to have a team of key personnel as described in the annexure 2.

### 4.4 Time frame, outputs, deliverables and payment schedule

4.4.1 The fee for the assignment shall be released after acceptance and approved by Client as per 5(A) in installments related to the progress of work, as indicated below :

Stage	Stages Description	% of total fees to be released	Cumulative %	Time Duration	Deliverable
	<b>Award of Contact</b>		<b>M</b>		
1	Submission of conceptual drawing and Estimate	5%	5%	M+10 days	As per 5(A) Stage 1
2	Submission of schematic drawings and Estimate for Technical Sanction (payable after accordance of T.S & AA & ES obtained )	15%	20%	M+15 days	As per 5(A) Stage 2

3	Submission of tender drawings and Documents sufficient for issuing the tender with all working drawings (Submission and Approval of Draft Tender Document) to be paid after AA & ES obtained	20%	40%	M+25 days	As per 5(A) Stage 3
4	On award of the work to the executing agency	30%	70%		As per 5(A) Stage 4
5	This shall be payable at 50% of completion of project.	15%	85%		As per 5(A) Stage 5
6	This shall be payable at 100% of completion of project.	15%	100%		As per 5(A) Stage 6

**5(A) Schedule of service (Deliverable) (Refer above Table, mentioned in Clause 5)**

**Stage 1**

- Ascertain Authority's requirements, examine site constraints & potential; and prepare a design brief for Authority's approval.
- Prepare report on site evaluation, state of existing buildings, if any; by total station survey, soil investigation and analysis and impact of existing and/ or proposed development on its immediate environs.
- Prepare drawings and documents to enable the Authority to get done the detailed survey and soil investigation at the site of the project, if required.
- Furnish report on measures required to be taken to mitigate the adverse impact, if any, of the existing and / or proposed development on its immediate environs.
- Prepare conceptual designs with reference to requirements given and prepare rough estimate of cost on area basis.

**Stage 2**

- Modify the conceptual designs incorporating required changes and prepare the preliminary drawings, sketches, study model, etc, for the Authority's approval along with preliminary estimate of cost based on relevant SOR, Rate analysis approvals from DSCL, structural drawings/designs based on NBC/BIS & MoRT&H and to get approved from DSCL & get the Technical Sanction from competent authority.
- Prepare drawings necessary for Authority's/ statutory approvals and ensure compliance with codes, standards and legislation, as applicable and to obtain the statutory approvals from relevant authorities.

### **Stage 3**

- Prepare working drawings, specifications, and schedule of quantities as per approved estimate and tender documents including code of practice covering aspects like mode of measurement, method of payments, quality control procedures on materials & works and other conditions of contract including all tender documents & detailed specification of all the items of work, B2 agreement of the tender documents and get DTP approved from competent authority of DSCL.

### **Stage 4**

- Invite, receive and analyze tenders; advise Authority on appointment of contractors

### **Stage 5**

- Prepare and issue working drawings and details for proper execution of works during construction.
- Approve samples of various elements and components.
- Visit the site of work, at intervals mutually agreed upon, to inspect and evaluate the Construction Works and where necessary clarify any decision, offer interpretation of the drawings/specifications, attend conferences and meetings to ensure that the project proceeds generally in accordance with the conditions of contract and keep the Authority informed and render advice on actions, if required.

### **Stage 6**

- In order to ensure that the work at site proceeds in accordance with the contract documents/ drawings and to exercise time and quality controls, the frequent supervision shall be carried out by Architect/ Structural Engineer/ Construction Manager as per

requirement, who shall work under the guidance and direction of the Agency and site engineer of contracting Authority.

- Issue Certificate of Virtual Completion of works.
- Prepare and submit completion reports and drawings for the project as required and to obtain "Completion/ Occupancy Certificate" from statutory authorities, wherever required.

#### **4.4.2 Termination Clauses**

That the agreement shall be terminated at any time by DSCL, Diu giving one month's notice to the Consultant and in the event of such termination, the Consultants shall be entitled to all such fee for the services rendered and liable to refund the excess payment, if any made to him over and above what is due in terms of the agreement on the date of termination and the DSCL may make full use of all or any of the drawings prepared by the Consultants. The determination of entitle fees shall be as determine by DSCL which will be final & binding.

#### **4.5 Penalty**

- I. If the consultant fails to maintain the required progress or to complete the work as per time Schedule defined, a penalty for delay of work @ 0.50% on tendered amount per month of delay to be computed on per day basis shall be made from his due payment. However the total amount of penalty/ compensation for delay to be paid on this account shall not exceed 5% of his quoted amount. The competent authority for levy of penalty on account of delayed completion shall be Superintending Engineer/ Chief Engineer.
- II. A penalty of Rs. 10,000/- per default shall be levied in case the Architect Consultant fails to attend the meeting of DSCL / any committee/ nodal officer appointed by DSCL and intimation of this when conveyed to them either by written/ telephonic/ through internet or SMS communication. The competent authority for levy of penalty on default shall be concerned Chief Engineer, PWD, Daman & Diu.
- III. The consultant shall prepare estimate realistic way considering all items required for the project. Any variation beyond the 10% of the estimated quantity of the

items will be liable for penalty upto 10% maximum on the total amount of consultant's fee. The competent authority for levy of penalty on account of excess beyond 10% shall be the Superintending Engineer/ Chief Engineer whose decision shall be final & binding, and consultant will be debarred from participating for any works in U.T. of Daman & Diu.

## APPENDIX 1

### PROFORMA FINANCIAL OFFER

**Name of Work:** Selection of Empanelled Architectural Firms for Providing Comprehensive Architectural & Structural Consultancy services for the work of

(1) Landscaping and Beautification of Summer House Garden at Jalandhar Beach, Diu

(2) Development of Portuguese Street near Church Area.

(3) Landscaping of Diu Fort

We \_\_\_\_\_ state that our offer is unconditional and the rates quoted are inclusive of all taxes.

We have carefully studied the various components herein above with the scope of work and detailed specifications and all other terms and conditions of the Terms of Reference (TOR). On the basis of that I/We hereby undertake to execute the said work as per the rates quoted herein below.

**We have gone through your Terms of Reference (TOR) for the above said work and we have understood all the terms and conditions pertaining to the work. We are ready to execute the planning, drawing and design of project at (in numeral as well as in words) .....%, in words..... percent of total approved project cost as listed below & as per Terms of Reference.**

(Note: Building work is inclusive of Main building, compound wall, furniture, approach & parking for all the locations and as per requirement. The total cost of building should remain within the limit of Rs. 31000/- per Sq.m of built up area considering all the above components of the building.)

**We shall not claim any other out of pocket or any expenses for supervision of work. Our technical team shall supervise the project up to the completion as required by DSCL.**

Signature of Authorized Signatory & stamp

Place:

Address:

Phone No.:

E-mail :

Tel./Fax:



**ANNEXURE 1**

**ASSIGNMENT DETAILS OF THE BIDDER**

Assignment Name:	Project Cost:
Country: Location within the Country:	Duration:
Name of Client:	Total No. of person-months of the assignment:
Address of Client:	Approx. value of the services provided by your firm under the contract (in current Rs):
	No. of person-months provided by your firm:
Start Date (month/year): Completion Date (month/year):	No. of professional person-months provided by the JV partners or the Sub-Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Principal Architect, Team Leader): Principal architect/team leader: Sr Architect/designer: Team Members:
Narrative description of Project in brief:	
Description of actual services provided by your firm in the assignment:	

1. The Project Data Sheets should necessarily be accompanied with copies of work orders / advisory services agreements/service certificates from clients / completion certificate/certificates from independent auditor as applicable, as proof of experience. Projects without proof of experience shall not be considered for evaluation.
2. Firms should furnish plans / drawings /**photographs** and salient features of major jobs handled by them

## ANNEXURE 2

### Team Composition

Sr. No	Position	Experience
1.	Principal Architect	B Arch or equivalent. Registered with CoA. At least 15 years of experience.
2.	Civil Engineer	Should be a Civil Engineer with minimum 7 years of experience in civil construction / building design
3.	Sr Architect/Designer	B Arch or equivalent. Registered with Council of Architecture (if applicable) At least 7 years of experience

#### Note:

1. Other than the required Key personnel the Consultant should engage other architects, landscape architects, structural designers, Electrical consultant or other personnel for successful completion of the project with prior approval of DSCL.
2. Only one Curriculum Vitae (CV) may be submitted for each position and relevant experience which is similar to this Project, must be demonstrated using the formats set out in **Annexure 3** and documentary evidence provided. Signed and dated CVs by the proposed key professional staff must be provided. No alternative to key professional staff can be proposed
3. Maximum of two key persons listed above can be replaced during the tenure of the assignment with equivalent or higher qualification and experience with prior permission from the Authority. Any change in more than two of the key persons during the tenure of the assignment would attract a one-time penalty of 1% of the professional fees for the assignment for each such change. But if the performance of the professional is not found satisfactory, he/she will have to be replaced by the firm within 15 days of receiving the notice to do so. Penalty for not complying with this instruction will also lead to penalty of 1% on the professional fees.
4. It is to be noted that in any case, **Principal Architect** of the Project cannot be substituted unless the authority desires so.

### ANNEXURE 3

#### Format of Curriculum Vitae (CV) for Proposed Key Staff

<b>Position Title</b>	{principal architect etc}
<b>Name of Expert:</b>	{Insert full name}
<b>Date of Birth:</b>	{day/month/year}
<b>Country of Citizenship/Residence</b>	

**Education:** {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

---



---

**Employment record relevant to the assignment:** {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position. Contact information references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2008-present]	[e.g., Ministry of ....., advisor/consultant to...  For references: Tel...../e-mail.....; Mr. Hbbbb, deputy manager etc]		

#### Adequacy for the Assignment:

Detailed Tasks Assigned on Consultant's Team of Personnel:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
{List all deliverables/tasks in which the Expert will be involved}	

**Certification**

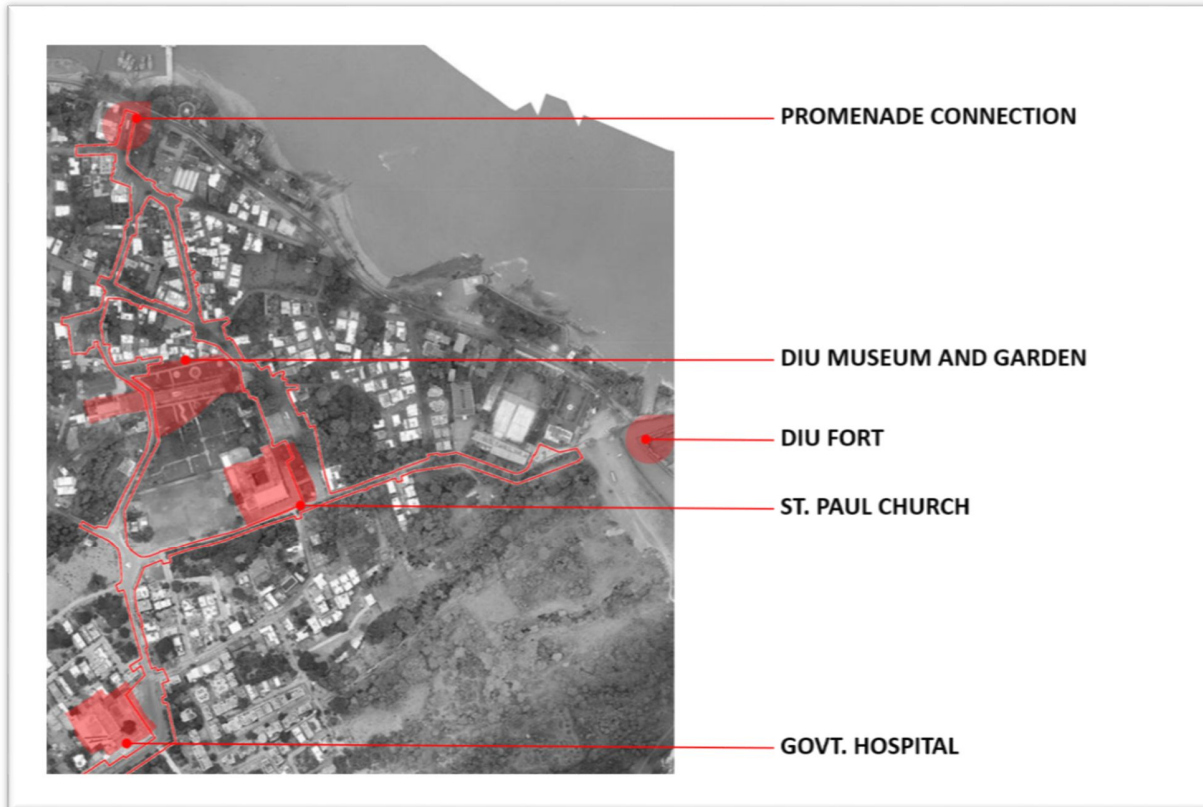
I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Signature

Date

## ANNEXURE 4

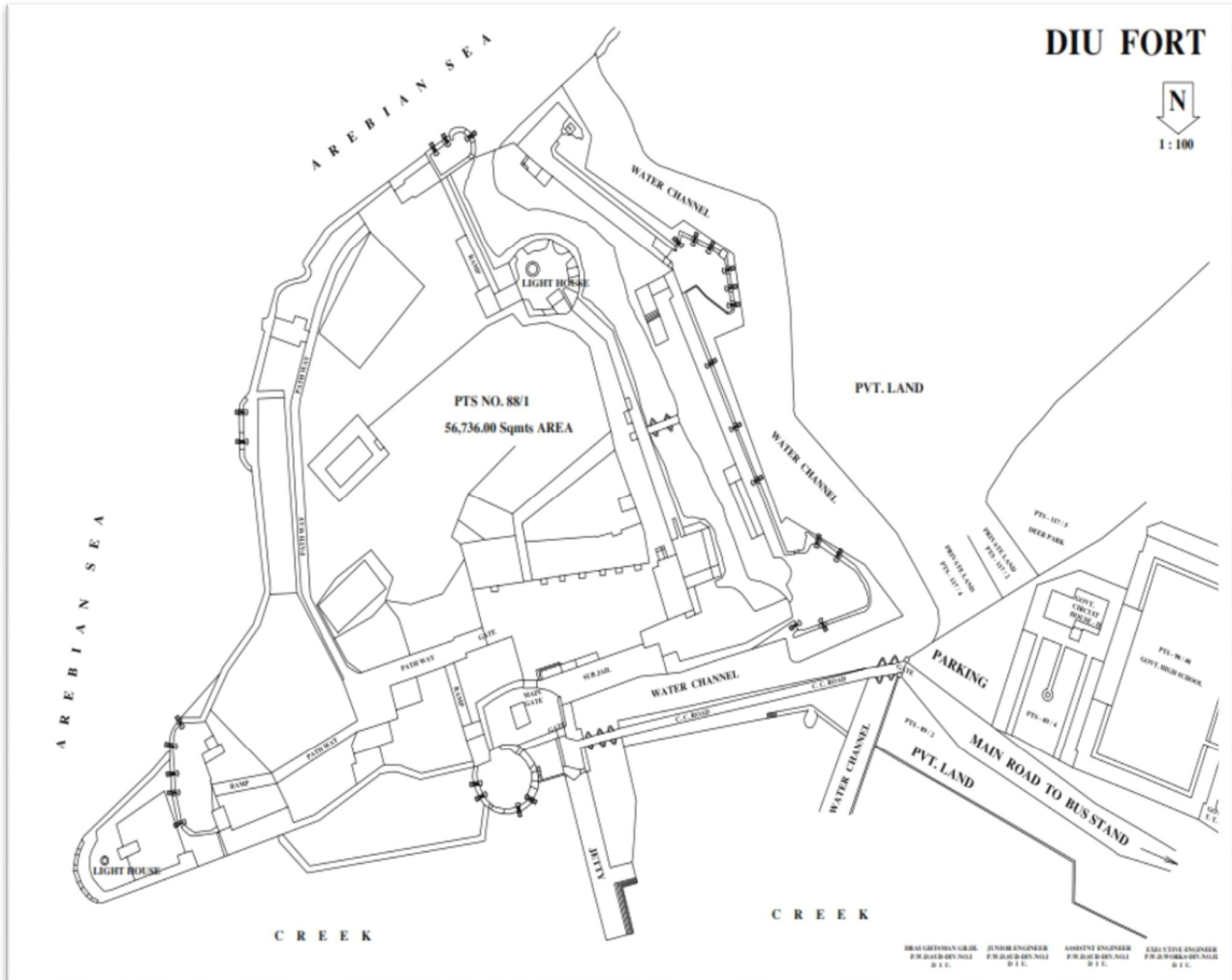
### Project Location



The Portuguese Style Street is to cover a length of the **around 2.5 km**. The street aesthetic would start from the Front of the Diu Municipal Council Building and cover the streets diverging to **Diu Museum** (St Francis Church) and **St Paul** Church. These streets later converge to meet at the **Old Hospital** (St Assisi Church).

The street may be extended to reach the **Diu Fort** from the side of St Paul as indicated in the figure if the Authority deems fit.

The **Summer House** is the structure covering the area as mentioned in the Revenue map of the place. The project site would include the adjacent gardens and the road going towards the **Jallandhar Circuit House**.



Diu Fort is located on the eastern side of the island at the end of the fort road. The fort is spread over an area of nearly 57,000 m<sup>2</sup>.