

Architectural services for renovation of Executive Director's Office

This tender document contains 12 pages



Bharat Heavy Electricals Limited
Boiler Auxiliaries Plant,
Ranipet –632 406

NOTICE INVITING TENDERS

1. Tender Notice Number : BAP:CF:21/2009-10 dated 05.10.2009
2. Name of work : Architectural services for renovation of Executive Director's Office
3. Completion Time : 45 days
4. Estimated Cost : N.A
5. Document cost : Nil
6. Earnest Money Deposit : NIL
7. Last Date & Time for receipt of Completed Tender. : Before 2.30 P.M. on 14.11.2009.
8. Date & Time of tender Opening : At 2.30 P.M. on 14.11.2009.
9. Place of submission of Tender : Office of Sr. DGM (Civil-Factory)
BHEL, Ranipet
Vellore Dist.
Tamil Nadu. Pin 632406.

Note: The tenderer shall return the duly filled in tender document after affixing signature on all the pages of the Tender Documents.

Issued to :

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1. General Requirement:

- i) The architect should visit the premises to survey/asses the available floor area.
- ii) The following minimum requirement needs to be provided as a part of the office space.
 - a) ED's Chamber
 - b) CMD's Chamber
 - c) ED's Secretariat accommodating 2 persons (20 Sq.m)
 - d) Planning & Development office accommodating the following positions:
 - 1. AGM – 1 No (20 Sq.m)
 - 2. Executives – 2 Nos (4 Sq.m)
 - 3. Clerical cadre – 2 Nos. (4 Sq.m)
 - 4. Ministerial staff – 1 No. (2 Sq.m)
 - e) A junior conference hall with seating capacity of approximately 10 persons.
 - f) A senior conference hall with a seating capacity of approximately 40 persons.
- iii) Architect has to furnish the cost estimate for the modernization scheme,
- iv) They have to provide list of reliable parties who can execute the job within the time frame.



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1. SCOPE OF WORK :

The Architect is required to provide services in respect of the following :

- 1.1 Site evaluation and assessment.
- 1.2 Interior design _ space planning/ development & volumetric study.
- 1.3 Architectural additions and alterations.
- 1.4 Design of fixed items of work, loose furniture & interior related civil works.
- 1.5 Illumination design.
- 1.6 Sound and acoustic design.
- 1.7 Graphic design and signage.
- 1.8 Indoor plantscape.
- 1.9 Selection of materials, equipment and other interior related elements.
- 1.10 Integration of all Engineering services.
- 1.11 Periodic inspection and evaluation of works at site.

2. SCHEDULE OF SERVICES :

The Architect shall, after taking instructions from the Client, render the following services :

CONCEPT DESIGN [STAGE 1] :

- 2.01 Furnish a site evaluation and analysis report with basic approach to circulation, activity distribution, interaction and external linkages.
- 2.02 Analyse schedule of spaces in relation to activities and site potential.
- 2.03 Prepare conceptual designs with reference to requirements and prepare rough estimate of cost on area basis.

PRELIMINARY DESIGN [STAGE 2] :

- 2.04 Modify the conceptual designs incorporating required changes, prepare the preliminary drawings, interior views and schedule of finishes for the Client's approval along with the preliminary estimate of cost on area basis.

DRAWINGS FOR CLIENT'S /STATUTORY APPROVAL [STAGE 3] :

- 2.05 Prepare drawings necessary for Client's/ statutory approvals and ensure compliance with codes, standards and legislation, as applicable and assist the Client in obtaining the statutory approvals thereof, if required.



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WORKING DRAWINGS AND TENDER DOCUMENTS [STAGE 4] :

2.06 Prepare working drawings, specifications and schedule of quantities sufficient to prepare estimate of cost 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.

APPOINTMENT OF CONTRACTORS [STAGE 5] :

2.07 **Analyze tenders, advise Client on appointment of contractors following BHEL tendering procedures.**

CONSTRUCTION [STAGE 6] :

2.08 Prepare and issue working drawings and details for proper execution of works during construction.

2.09 Approve samples of various elements and components.

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

2.11 Visit the site of work and fabrication workshop, at intervals mutually agreed upon, to inspect and evaluate the progress of works and where necessary, clarify any decision, offer interpretation of the drawings/specifications.

2.12 Issue Certificate for completion of works.

COMPLETION [STAGE 7] :

2.13 Prepare and submit completion reports and drawings for the work as required and assist the Client

2.14 Issue two sets of as built drawings including services and structures.

3. PROFESSIONAL FEE :

3.01 In consideration of the professional services rendered by the Architect, he shall be paid professional fee and other charges in accordance with the awarded value of the contract.

3.02 Service tax contingent to professional services rendered by the Architect, shall be payable by the architect, which will be reimbursed by client.

4. SCHEDULE OF PAYMENT :

The Architect shall be paid professional fee in following stages consistent with the work done plus other charges and reimbursable expenses as agreed upon :

Retainer On appointment/ Signing of Agreement/ Acceptance of offer.	5% of the total fees payable.
Stage 1 On submitting conceptual designs and rough estimate of cost.	10% of the total fees payable.
Stage 2 On submitting the required preliminary scheme for the Client's approval along with the preliminary estimate of cost.	10% of the total fees payable.

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Stage 3 On incorporating Client's suggestions and submitting drawings for obtaining approval from the Client/ statutory authorities, if required.	15% of the total fees.
Stage 4 Upon client's approval / statutory approval and preparation of working drawings, specifications and schedule of quantities sufficient to prepare estimate of cost and preparation of tender documents.	10% of the total fees payable.
Stage 5 On Analysing tenders; advising Client on appointment of contractors.	10% of the total fees.
Stage 6 a. On submitting working drawings and details required for commencement of work at site. b. i. On completion of 20% of the work ii. On completion of 40% of the work iii. On completion of 60% of the work iv. On completion of 80% of the work v. On completion of the work.	10% of the total fees . 5% of the total fees payable. 5% of the total fees payable. 5% of the total fees payable. 5% of the total fees payable. 5% of the total fees payable.
Stage 7 On submitting Completion Report and drawings and on issue of as built drawings	10% of the fees payable.

5. EFFECTING PAYMENT TO THE ARCHITECT :

5.1 The total fee payable to the Architect shall be based on the awarded value of the contract to the Architect at different stages be computed on the following basis:

5.2 Progressive, on account, payments shall be made by the Client to the Architect against any of the above stages based on the quantum of work done during that stage, as may be mutually agreed to between the Client and the Architect.

6. DOCUMENTATION AND COMMUNICATION CHARGES :

Apart from the professional fee, the Client shall **not** pay to the Architect **any** Documentation and Communication charges, the quoted rate shall include these charges.

7. REIMBURSABLE EXPENSES :

The architect should include charges for **FIVE** visits (such as to & fro, boarding & lodging etc.,) in the quote.

7.01. Cost of presentation models, computer simulation, presentation drawings, etc., prepared at the instance of the Client for purposes other than the Design and execution of the project at mutually agreed rates.

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8. EXECUTION OF THE ASSIGNMENT :

8.01 The Architect shall keep the Client informed about the progress of work in his office.

8.02 The Architect shall be responsible for the direction and integration of the consultants work. The consultants, however, shall be fully responsible for the calculations, the detailed design and periodic inspection and evaluation of the work entrusted to them.

8.03 The Architect shall supply to the Client, free of cost, upto six sets of drawings at different stages.

8.04 The Architect shall not make any deviations, alterations or omissions from the approved drawings, involving financial implications without prior consent of the Client.

8.05 Any professional services to be rendered by the Architect at the instance of the Client after the agreed project completion period shall be compensated for on mutually agreed terms.

8.06 The Architect shall exercise all reasonable skill, care and diligence in the discharge of his duties and shall exercise such general superintendence and inspection as may be necessary to ensure that works are being executed in accordance with the Conditions of Contract.

8.07 Any revision in the drawings, tenders and documents, once approved, required to be made by the Client shall be made at no extra cost from client.

8.08 No change shall be made in the approved drawings and specifications at site without the consent of the Architect.

8.09 Any curtailment of the professional services, beyond Stage 2, shall make it obligatory for the client to pay at least 20% of the fee for the remaining stage(s) of the curtailment work/ services.

9. TIME SCHEDULE :

The Architect shall, in consultation with the Client, prepare a Time Schedule in respect of various services to be rendered and discharge of client's obligations.

10. TERMINATION OF AGREEMENT :

10.1 Agreement between the Architect and the Client may be terminated by either one giving the other a written notice of not less than 30 (thirty) days, should either fail substantially to perform his part of responsibilities/ duties, so long as the failure is not caused by the one initiating the termination.

10.2 When termination of this Agreement is not related or attributable, directly or indirectly to any act, omission, neglect or default on the part of the Architect, the Architect shall be entitled for the payment for the completed works.

10.3 In the event of Architect's firm closing its business or the Client having terminated the agreement, the Client shall have the right to employ another Architect to complete the work, after making payment for the completion of work as per schedule of payment clause 4 above to the previous architect's firm.

12. ARBITRATION : Except where otherwise provided for in the contract, all questions and disputes relating to



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the meaning of the specifications, designs, drawings and instructions herein before mentioned and as to the quality of workmanship or materials used on the work or as to any other question, claim, right, matter or thing whatever in any way arising out of or relating to the contract, designs, drawings, specifications, estimates, instructions, orders or these conditions or otherwise concerning the works, or the execution or failure to execute the same whether arising during the progress of the work or after the completion or abandonment thereof shall be referred to the sole arbitration of the Executive Director/Group General Manager of BHEL and if the Executive Director/Group General Manager, willing to act as such Arbitrator. There will be no objection if the arbitrator so appointed is an employee of BHEL-Ranipet or an employee of any other unit of BHEL and that he had to deal with the matters to which the contract relates and that in the course of his duties as such he had expressed views on all or any of the matters in dispute or difference. The Arbitration to whom the matter is originally referred being transferred or vacating his office or being unable to act for any reason, such Executive Director/Group General Manager as aforesaid at the time of such transfer, vacation of office or inability to act, shall appoint another person to act as Arbitrator in accordance with the terms of the contract. Such person shall be entitled to proceed with the reference from the stage at which it was left by his predecessor. It is also a term of this contract that no person other than a person appointed by such Executive Director/Group General Manager or an employee appointed as Arbitrator as aforesaid should act as Arbitrator and the Arbitrator shall give reasons for the award.

Subject as aforesaid the provision of the Arbitration Act, 1940 or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceeding under this clause.

It is a term of the contract that the party invoking arbitration shall specify the dispute or disputes to be referred to arbitration under this clause, together with the amount or amounts claimed in respect of each such dispute.

The arbitrator(s) may from time to time with consent of the parties extend the time, for making and publishing the award.

The work under the contract shall, if reasonably possible, continue during the arbitration proceedings and no payment due or payable to the contractor shall be withheld on account of such proceedings.

The arbitrator shall be deemed to have entered on the reference on the date he issues notice to both the parties fixing the date of the first hearing.

The arbitrator shall give a separate speaking award in respect of each dispute or difference referred to him.

The venue of arbitration shall be such place as may be fixed by the arbitrator in his sole discretion.

The award of the arbitrator shall be final, conclusive and binding on all parties to this contract.

13. Jurisdiction of Court

For the purpose of Court proceeding if any, same shall be in the Court having jurisdiction over Ranipet - 632 406. (Vellore District, Tamilnadu).



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INSTRUCTIONS TO TENDERERS

1. Sealed Tenders for the above said work is hereby invited from experienced architects in similar kind of work and magnitude.
2. Tenders should be addressed to Sr. DGM (Civil Factory), Bharat Heavy Electricals Limited, BAP, Ranipet 632 406, Vellore Dist. T.N. Fax 04172-241102 cell 9443389051 email ccdurai@bhelrpt.co.in The full name and address of the tenderer, name of the work, Tender Notice No. and the date of opening should be indicated on the cover.
3. The local address of the Contractor, the name of the person to whom all the correspondence are to be addressed should be indicated with telephone number (both office & residence), FAX / e-mail address, mobile no. etc..
4. All entries in the tender documents should be in same ink. Erasures and over writing are not permitted. All cancellations and insertions should be duly signed by the tenderer concerned with proper indication of the name, designation and address of the person signing.
5. Tenderers shall fill in all the required particulars in the blank spaces provided for this purpose in the tender documents and also sign each and every page of the tender document including the drawings (wherever applicable) attached there to before submitting the tender.
6. Unit rates should be quoted in figures as well as in words in **Indian Currency only** – i.e., Rupees and Paise with reference to each item and for all the items shown in the attached schedule.
7. In the case the rate quoted in figures differ from those quoted in words, the lower of the rates will be taken as the tendered rate and shall be binding on the tenderers.
8. In quoting their rates, the tenderers are advised to take into account all factors including any **fluctuations** in market rates. No claim for enhanced rates will be entertained on this account after acceptance of the tender or during the currency of the contract.
9. **The rates to be quoted shall be firm** and shall be inclusive of all applicable statutory levies arising from Central/State legislature and rules and regulations framed there under prevailing at the date 7 days prior to the last date of bid submission. Any variation in the existing statute or by introduction of new Tax and duties applicable to the above work will be to the account of BHEL at actuals against the documentary evidence.
10. (a) The rates quoted in the tender shall have the validity for a period of “THREE MONTHS” from the date of opening of tender.
11. (b) Tenderer shall not increase their quoted rates, once the tender has been opened and during execution of the contract in case his tender is accepted.
12. Before quoting, the tenderers are advised to inspect the site of work and its environments and be well acquainted with the actual working and other prevailing conditions, position of materials and labour. The tenderers shall specially note that it is



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the tenderer's responsibility to provide any item which is not specially mentioned in the specification or drawing, but which is necessary to complete the work.

13. Should a tenderer find discrepancies or omissions in the drawings wherever applicable / Specifications / Scope of work / Terms & Conditions attached to the tender documents or should be in doubt as to their meaning, he should at once address to the authority inviting the tender for clarifications.
14. In the event of tender being submitted by a firm, the tender must be signed separately and legibly by each partner or member of the firm or in their absence, by the person holding the power of Attorney on behalf of the firm concerned. In the latter case, a copy of the power of attorney duly attested by a Gazetted officer must accompany the tender.
15. BHARAT HEAVY ELECTRICALS LIMITED reserves the right to reject any or all the tenders received or accept any tender or part thereof without assigning any reason thereof. In the case of acceptance of a part of tender, the time for completion may also be reduced to the extent considered appropriate by the accepting authority.
16. Conditional and unsigned tenders, **tenders containing absurd rates and amounts**, tenders which are incomplete or otherwise considered defective, tenders which are not in accordance with the tender conditions laid down by the Accepting Officer and tenders not submitted in the prescribed forms are liable to be rejected.

17. Documents to be submitted :

The tenderers shall submit the following documents along with the tender document

- ii) PAN number.
- iii) Name of your Banker, address and Account Number.
- iv) Service Tax Registration Certificates.
- v) Registration of the company/firm.

18. Tenders shall be received up to 14.30 Hours on the said due date and be opened on the same day at 14.30 Hours. Tenders received after 14.30 Hours would not be opened. The times indicated are Indian Standard Time (IST).

If a Tenderer submits only one envelope / cover containing all the bids or combined bids e.g. techno-commercial bid & price bid together, the bid is liable for rejection. The decision to accept such bids shall be the sole discretion of BHEL, which may be done by BHEL after segregating the bids so received.

19. The contractor's responsibility under this contract shall commence from the date of **receipt of the order or acceptance** of Letter of Indent.
20. If a tenderer expires after the submission of the tender or after the acceptance of the tender, BHEL may, at their discretion, cancel such tender.
21. If a partner of the firm expires after the submission of the tender or after the acceptance of the tender, BHEL may cancel such tender at their discretion unless the firm retains its character/s.



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22. BHARAT HEAVY ELECTRICALS LIMITED will not be bound by any power of Attorney granted by the tenderer or by changes in the composition of the firm made subsequent to the execution of the contract. They may however, recognize such power of Attorney and changes after obtaining proper legal advice, the cost of which will be chargeable to the contractor concerned.
23. If the tenderer deliberately gives wrong information in his tender, BHEL reserves the right to reject such tender at any stage. Further the tenderer will be liable for any damage caused.



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Bill of Quantities

Architectural Services for Renovation of Executive Director's Office.

Sl.No.	Schedule of Consultancy	SCHEDULE OF ACCOMMODATION	Consultancy fees in Rs.(in lump sum)
1	Providing comprehensive Architectural consultancy	288 SQM	
	Add Service Tax @ ____%	Rs	
	Grand Total	Rs.	

(Rupees -----
only)

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