

Request for Proposal (RFP)

for

Appointment of Consultants for

Checking of Designs & Drawings (Structural and MEP) of

Various Projects of HLL Infra Tech Services Ltd. (HITES)

(July 2023)

RFP Nos. : HITES/IDN/2023-24/Consultants/STRMEP dated 05.07.2023



(A FULLY OWNED SUBSIDIARY OF HLL LIFECARE LTD)

B-14-A, SECTOR 62, NOIDA – 201307 (U.P)

PHONE NO. 0120 – 4071500,

FAX NO: 0120 – 4071513

www.hllhites.com

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HLL Infra Tech Services Ltd. (HITES)

REQUEST FOR PROPOSAL (RFP) FOR APPOINTMENT OF CONSULTANTS

RFP Nos. : HITES/IDN/2023-24/Consultants/STRMEP date 05.07.2023

HLL Infra Tech Services Ltd. (HITES) (a fully owned subsidiary of HLL Lifecare Ltd) invites RFP from eligible Engineering Consultancy firms/ Consultants for Checking and Vetting of Designs & Drawings (Structural and MEP) of various Healthcare, Institutional and other Infrastructure Development Projects of HLL Infra Tech Services Ltd. (HITES). The appointment for Project shall for following two categories:

A. Structural Design

B. MEP Services

- a. Electrical Services Design
- b. HVAC Design
- c. Fire Engineering Design
- d. Building Management System
- e. PHE Services & Design
- f. STP, ETP & WTP Design

The prospective bidders may download RFP document from the e-tender portal <https://etenders.gov.in/eprocure/app>. and www.hllhites.com. The last date of submission of RFP is 20.07.2023 at 11.00 Hrs.

HITES reserves the right to accept or reject any application without assigning any reason or incurring any liability whatsoever. Prospective bidders are advised to regularly scan through HLL/HITES website, <http://hllhites.com/tender> and CPP Portal - <https://etenders.gov.in/eprocure/app> as corrigendum/amendments etc., if any, will be notified on these websites only and separate press advertisement will not be made for this.

The detailed RFP with Annexure may be downloaded from website www.hllhites.com

Vice President (ID)
HLL Infra Tech Services Ltd. (HITES)

“DETAILED REQUEST FOR PROPOSAL (RFP)”

RFP Nos. : HITES/IDN/2023-24/Consultants/STRMEP

dated 05.07.2023

HLL Infra Tech Services Ltd. (HITES) (a fully owned subsidiary of HLL Lifecare Ltd) invites RFP from eligible Engineering Consultancy firms/ Consultants for Checking and Vetting of Designs & Drawings (Structural and MEP) of various Healthcare, Institutional and other Infrastructure Development Projects of HLL Infra Tech Services Ltd. (HITES). The appointment for Project shall for following two categories:

A. Structural Design

B. MEP Services

- 1) Electrical Services Design
- 2) HVAC Design
- 3) Fire Engineering Design
- 4) Building Management System
- 5) PHE Services & Design
- 6) STP, ETP & WTP Design

Issue of RFP document	Documents shall be available online at CPP Portal https://etenders.gov.in/e procure/app
Last Date & time of Submission of online application (Bid due date)	20.07.2023 at 11.00 Hrs.
Date & time of opening of RFP	20.07.2023 at 15.00 Hrs
Commencement of work	Seven Days From the date of issue of Letter of Award for respective project
E-Tender Processing Fee (Non-refundable) - online	Rs. 10,000/- (incl. GST) – non refundable
Bid Validity	120 days from the last date of submission of bid or any extension thereof.
Bank details for Processing Fees	Bank Details of HITES Name of Beneficiary: HLL Infra TechServices Ltd. Bank: HDFC Bank Limited, Sector-18, Noida Current Account No.: 57500000119955 IFSC Code: HDFC0000088

Address for Communication	Vice President (ID) , HLL Infra Tech Services Ltd. B-14A, sector 62, Noida (UP).
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The tender document can be downloaded from the websites <https://hllhites.com> and <https://etenders.gov.in/eprocure/app> "Corrigendum, if any, would appear only on the above web site and not be published".

- 1.1 The bid document consisting of scope of work and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website <https://hllhites.com> or <https://etenders.gov.in/eprocure/app> free of cost.
- 1.2 The intending tenderer(s) must have valid class-III digital signature to submit the RFP.
- 1.3 Consultant / Firms should upload documents in PDF format.
- 1.4 Consultant / Firms must ensure to quote rate in INR. The rate shall be quoted up to 2 (two) Decimals.
- 1.5 If any cell is left blank and no rate is quoted by the tenderer, rate of such item shall be treated as "0" (ZERO) and the bid submitted by him shall be categorized as unresponsive and be ignored.
- 1.6 Notwithstanding anything stated above, HITES reserves the right to assess the capabilities and capacity of the tenderers to perform the contract in the overall interest of HITES.
- 1.7 The Consultants/ Firms is/are required to quote strictly as per the terms and conditions, given in the tender documents and not to stipulate any deviations.
- 1.8 The Consultants/ Firms have may have to give presentation to Evaluation Committee of HITES.
- 1.9 HITES reserves the right to reject any or all bids or cancel/withdraw the RFP without assigning any reason whatsoever and in such case no tenderer / intending tenderer shall have any claim arising out of such action.
- 1.10 **List of Documents to be scanned, and uploaded on the e-tender website within the period of RFP submission:**
 - a. Online submission of e-tender processing fee. The e- processing fees is non-refundable.
 - b. Power of attorney for person authorized for signing /submitting the RFP (FormD)
 - c. Copy of Initialed RFP Documents
 - d. Application form for appointment information to be furnished by the Applicants
 - e. Organization Details as per Annexure-I
 - f. Details of Directors/ Partners/ Proprietors as per Annexure-II
 - g. List of Engineering Consultancy assignments completed in last 5 Years as per Annexure-III
 - h. List of similar Consultancy in Progress Assignments in progress as per Annexure-IV
 - i. Financial Status as per Annexure-V

- j. List of award winning entries (during last five years) as per Annexure-VI
- k. List of permanent professional Employees and Key Personnel mentioning their specialization, qualifications, experience and association with the firm to be associated on regular basis as per Annexure-VII (Self-certified copies to be enclosed)
- l. List of works for which GRIHA/International ratings for Green buildings as per Annexure-VIII
- m. List of International works as per Annexure-IX
- n. List of equipment available with the firm as per Annexure-X
- o. Affidavit as per Annexure-XI

Note:

All the uploaded documents duly sealed and signed by the Power of Attorney holder should be in readable, printable and legible form failing which the Bids are liable for rejection.

The bid submitted shall become invalid, if:

- i) The tenderer is found ineligible.
- ii) The tenderer does not upload all the documents as stipulated in the bid document.
- iii) Tenders in which any of the prescribed conditions are not fulfilled or found incomplete in any respect are liable to be rejected.

1.11 The acceptance of any or all applications will rest with HITES who does not bind itself to accept and reserves to itself the right to reject any or all of the applications received without assigning any reason thereof.

1.12 HITES reserves the right to accept or reject any RFP without assigning any reason or incurring any liability whatsoever. Prospective Consultants/Firms are advised to regularly scan through e-tender Portal <https://etenders.gov.in/eprocure/app> and www.hllhites.com as corrigendum/amendments etc., if any, will be notified on these websites only and separate press advertisement will not be made for this.

Vice President (ID)
HLL Infra Tech Services Ltd.

INTRODUCTION/ BACKGROUND

I. Appointment of Consultants

HITES invites Request for Proposal for Appointment of Consultants under different categories for providing Engineering services for their various Health cares, Institutional and other infrastructure development projects. **A bidder can quote in one category only. Bidders quoting in more than 1 category will be disqualified automatically. Bidders however can quote in more than one class under a category.**

II. CLASSES OF APPOINTMENT

1. The Consultants will be empanelled in following classes, based on their experience and number and types of projects of the relevant field handled by them:

Class	Financial limit
I.	Project with estimated cost above Rs.500 Crore
II.	Project with estimated cost above Rs.100 Crore to Rs.500 Crore
III.	Project with estimated cost up to Rs.100 Crore

2. For appointment in more than one class in a category, the Bidders need to quote accordingly in the Financial Bid along with required processing fees.
3. A non-refundable processing fee of Rs.10000/- (Rupees Ten Thousand only) inclusive of GST per Class under a Category should be enclosed with all applications by NEFT/RTGS in Bank a/c of HITES. Bids without processing fees, shall be summarily rejected.

III. DIFFERENT CATEGORIES OF APPOINTMENT (A and B)

1. Scope of work

A. Structural Design (Checking / vetting for issuance as GFC)

- Structural design of multistoried buildings including geotechnical investigation and design of foundation
- Structural analysis using software
- Vetting of GAD and Good for Construction drawings. The design should conform to the specifications/prevaling standards.
- Perform independent analysis and design calculations of structures and components of structures
- Upon the approval of the plans, the Consultant shall sign, date and stamp each drawing page with the language "PROOF CHECKED in accordance with the HITES requirements for Proof Checking, and verified for Code Compliance".
- Vetting of "As-built" drawings issued by the contractor.

B. MEP Services (Checking / vetting for issuance as GFC)

- Electrical Services (HT/LV etc)
- HVAC design
- Fire Fighting

- Building Management System
- STP/ WTP/ ETP.

It shall be the responsibility of the selected agency / consultant to obtain the drawings for checking and also ensure these are timely submitted for issuing as GFC as per schedule of a particular project.

2. Minimum Eligibility Criteria

A. Technical Expertise (applicable for both firms and Individual Consultants)

Category No.	Position / Level	No. of years of experience (Minimum)	Qualification	Specific Expertise
A.	STRUCTURAL DESIGN			
	Structural Engineer	20	ME/ M. Tech (Structural)	• Experience in the field of designing of Building structure, RCC foundation, Pile foundation and Structural works as per latest BIS Codes.
B.	MEP SERVICES DESIGN			
i.	Electrical Services design	20	B. Tech (Electrical)	• Experience in planning and designing of electrical works including experience in LT/ HT works, transformer, Generator and motors, UPS, etc.
ii.	HVAC design	20	BE/ B. Tech (Mechanical)	• Min. 10 yrs experience in planning and designing of HVAC systems in building works
iii.	Fire Engineering design	20	B. Tech (Fire & Safety)/ Diploma in Fire & Safety/ Degree in mechanical Engg. With experience in fire engineering	• Must have experience in design of fire engineering works
iv.	Building Management System	15	BE/ B.Tech (Electronics / Computer Science) with experience in BMS	• Must have experience in designing of building management system for institutional / business buildings

v.	PHE Services Design	20	B.Tech (Civil) with Masters in Environmental Engg.	• Experience in planning and designing of modern PHE services.
vi.	STP/ETP/ WTP	20	B.Tech (Civil / Mechanical) with Masters in Environmental Engg.	• Experience in planning and designing of modern waste water treatment process

B. Commercial Expertise

Class	Consultancy provided No. of Projects/ Works and Value during last five years	Technical Eligibility	Financial Eligibility
I.	At least one completed Project/ work of value more than Rs.400 Crores. Or Two completed Projects/ works each of value not less than Rs.250 Crores Or Three completed Projects/ works each of value not less than Rs.200 Crores.	For Structural: At least two completed Project/ work with min area 80000 SQM each For MEP services: At least two completed Project/ work with min area 80000 SQM each	The bidder should not have incurred any loss (profit after tax should be positive) in last three years (ending 31.03.2022.)
II.	At least one completed Project/work of value more than Rs.240 Crores. Or Two completed Projects/ works each of value not less than Rs.120 Crores Or Three completed Projects/works each of value not less than Rs.40 Crores.	For Structural: At least two completed Project/ work with min area 50000 SQM each For MEP services: At least two completed Project/ work with min area 50000 SQM each	
III.	At least one completed Project/work of value more than Rs. 80 Crores. Or Two completed Projects/works each of value not less than Rs.50 Crores Or Three completed Projects/works each value not less than Rs.40 Crores	For Structural: At least two completed Project/ work with min area 30000 SQM each For MEP services: At least two completed Project/ work with min area 30000 SQM each	

1. The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum, calculated from the date of completion to the last date of receipt of applications for appointment.
2. The appointment shall be valid for a period of 3 (three) years. The panel may be curtailed/ extended further at the discretion of HITES.
3. **IIT/NIT/ Govt. Engineering colleges are exempted from qualifying based on the above eligibility**

criteria.

4. Applicants who have successfully provided Consultancy Services for Works/ Projects of values mentioned above, during the last 5 years and fulfill specified minimum criteria shall be eligible to apply.
5. Consultant(s)/Firms having experience in designing Green Buildings as per GRIHA norms or equivalent recognized international norms should give details of such works carried out by them in the last five years.
6. HITES is committed to provide world Class healthcare and related infrastructure in the country, Consultants having international experience should highlight this aspect clearly with details and testimonials for such works carried out by them at international level.
7. The Application should be on the prescribed form. All Annexure duly completed should be submitted. The Annual turnover of the Consultants/firm and profit and loss statement by way of Professional Fees for Consultancy for the last three years, duly audited by a Chartered Accountant, should be submitted. Certified copies of Award letters, completion certificates etc should be enclosed.
8. Summary of regular/permanent professional employees and key Personnel including the nature of specialization, qualifications and experience should be enclosed along with certificates.
9. Applicants should give an undertaking certifying that the firm has not been blacklisted by any Govt./ Local bodies/ PSUs.
10. Consultant(s)/Firms may be called for a presentation before the designated committee of HITES which will form part of this qualification.

3. Instructions to Individual consultants

1. Eminent technocrats willing to work as Consultant to HITES can apply for appointment under this RFP in different categories.
2. **They have to submit their credentials in the prescribed formats.** In addition to this, they may have to make a presentation before the designated committee of HITES which will form part of this qualification.
3. They will have to enter into agreement with HITES for the successful performance of the assignment given to them.
4. They should be below 60 years of age and in exceptional cases up to 65 years.
5. The role of the consultants will be recommendatory only and the final decision will be taken by HITES.
6. Necessary working space for the consultant will be provided at the discretion of HITES. No local transportation will be provided for the assignment

Appointment of Consultants for Proof Checking of Designs & Drawings (Structural & MEP) for upcoming projects of HLL Infra Tech Services Ltd. (HITES)

7. The work of the consultant will be subject to scrutiny by HITES as per terms and conditions of RFP/ agreements.

I. Instructions & Guidelines for Submission of Application Form for Appointment of Consultants

1. Appointment documents shall be downloaded from our website at www.hllhites.com and CPP Portal - <https://etenders.gov.in/eprocure/app>.
2. Bid shall be submitted online on CPP Portal <https://etenders.gov.in/eprocure/app> on or before the date & time mentioned in the Bid Document.
3. The bid shall be submitted online only as per the enclosed format (s) along with Annexure I to XI, Self-attested documentary proof(s) in respect of the details furnished in the application form shall be submitted along with the application. The intending applicants shall also submit the list of such projects where due to any disputes litigation/ arbitration was invoked and/ or the consultancy services were abandoned/ suspended by the consultant(s). Suppression of any information in this regard may lead to cancellation of appointment of the Firm/ Consultant(s) concerned, if such information comes to the notice of HITES after appointment. Incomplete applications will be summarily rejected.
4. The application shall be signed by the Director of the firm or official who has Power of Attorney. All pages of the documents shall be signed/ sealed and to be uploaded online on CPP Portal. ALL PAGES OF RFP DOCUMENT SHALL ALSO BE SIGNED AS A TOKEN OF ACCEPTANCE OF THE CONDITIONS.
5. In case an application is found suitable for appointment in class lower than the one applied for, the appointment may be done in the eligible category in respect of such candidate(s).

II. General Terms and Conditions

1. **No change in status of firm without prior approval:**
 - a. Empanelled Consultant / Firm shall not enter without any fresh partnership or change of constitution without prior approval of the empanelling authority. In case they want to enter into any fresh partnership or change the constitution, they must intimate in advance full details of the intending partnership / Draft Memo & Article of Association of company. Any change in status of the empanelled consultant / firms will render the firm / Architects liable to be removed from the empanelled list of HITES.
 - b. If a firm is converted & dissolved into two or more firms, the new firm(s)/Consultant shall have to apply afresh for appointment based on experience and other qualifying criterion of separate entity, as & when the proposals for appointment are invited again.
 - c. Change in permanent address shall have to be intimated within one month. All banks certificates, experience certificates etc. should bear one addresses, otherwise the same shall not be accepted.
 - d. The Appointed Consultant / Firm shall abide by the terms & condition of the appointment & contracts. The consultant shall timely & satisfactorily execute the contracts.

- e. Empanelling authority shall have right to take action against the Empanelled Consultant / Firm for misconduct/ lack of professional deliverance of services, & fraud etc. The decision of HITES shall be final & binding on the Empanelled Consultant / Firm. Following action in this regard of empanelled consultant shall make him/them liable for the following disciplinary actions:-

Demotion to lower category:

The consultant may be demoted to lower category if he/they:

- Fail to execute contract or execute it unsatisfactorily or is proved to be responsible for defects in designs / estimates / specifications of the work.
- Is no longer in possession of adequate equipment, technical personnel or financial resources.
- Is litigious in nature, or
- Violates any important conditions of contract or
- Has adverse performance repeat or
- Is responsible for a conduct, which may justify his demotion to lower category.

Removal from empanelled list:

Empanelled Consultant / Firm may be removed from the empanelled list, if he/they:

- Is / are found to have given false particulars at the time of appointment or
 - Has / have changed constitution of firm without prior approval of empanelling authority or
 - Has changed permanent address without intimation to empanelling authority or
 - Is / are declared or in the process of being declared bankrupt / insolvent, winding up / dissolved partnership / partitioned.
 - Persistently default in settlement of statutory taxes / regulations.
 - Has indulged in any type of forgery or falsification of records or
 - Is/are convicted by a court of law, or
 - Has quoted for a tender under two or more firms where he/they is/are Partner/Director /Owner.
 - Fail(s) to abide by the terms and conditions of appointment as given in RFP, or
 - Cease(s) to fulfill eligibility criteria based on which appointment was done, or
 - Fail to carry out work after the same is awarded to them and has, on one or more than one occasion, failed to execute a contract or has executed it unsatisfactorily
2. The consultant shall furnish at regular intervals by HITES his/their performance report in prescribed Performa / and manner for reference & record of HITES.
 3. Consequent up on review by empanelling authority, if a consultant / firm is found guilty of malpractice, criminal conduct or non-observance of appointment rule Empanelled Consultant / Firm shall be liable to be weeded out from the approved list of HITES.
 4. HLL may modify, add and / or delete and / or change any of the above provision / rules without any notice and the same shall be binding on the consultant empanelled with HITES.
 5. **Payment of Remuneration:**

The HITES agrees to pay to the Empanelled Consultant / Firm the fee for the professional services to be rendered by him as herein above described:

- The payment of fees shall be made on the area basis with respect to total area of building of the respective project of HITES for whom the Empanelled Consultant / Firm is appointed. The area for the purpose of payment shall be the plinth area of buildings as per latest CPWD PAR norms.
- Following areas shall not be reckoned with for working out the plinth area and their cost shall be deemed to be included in fees payable to the Consultant.
 - i. Retaining walls, stability of slopes etc.
 - ii. Building approach /drop off including sub-base, KERB Stone, Pavers, Toe Wall, Railing, Road/pavement and external development.
 - iii. External works such as pump rooms, underground structures including Overhead/UG Tanks/Surface Tanks, STP/ WTP etc.
 - iv. The culverts for storm water/ rain water along the road alignment
- The interim payment shall be made on "Pro rata basis" and shall be worked out on the percentage of work done out of total scope of work under their activity/item. The payments made to the consultants shall be subject to deductions as per Indian Tax Laws.
- The above fees mentioned shall be deemed to be inclusive of fees payable by the Consultant to his any other sub-consultant and associates, needed to accomplish the job and nothing extra, whatsoever, shall be payable.
- The said fee shall be inclusive of all the direct and indirect taxes including GST, duties/ cess to be paid by the Consultant, any other fee/ expenditure incurred by the Consultant.

III. Conflict of Interest

1. HITES requires that consultants should provide professional, objective and impartial advice and at all times hold the client's interest paramount, strictly avoid conflicts with other Assignment/ jobs or their own corporate interests and act without any consideration for future work. The consultant and any of their affiliates shall be considered to have a conflict of interest and shall not be hired under any of the circumstances given below:
 - a. Conflicting activities or assignment i.e. providing goods or works or assignment other than consulting assignment.
 - b. Conflicting relationship i.e. business/relationship with a member of client's staff involved in the job.
 - c. The bidder shall not employ any staff from current or past or retired employees of MoHFW/ HLL/ HITES in any capacity unless such employee has completed at least one year post retirement/ resignation or has obtained N.O.C from the concerned departments.
 - d. The consultants shall be required to observe the highest standard of ethics during rendering of professional services.
2. Incomplete Applications will be summarily rejected. HITES reserves the right to accept or reject any application without assigning any reason.

IV. Evaluation Criteria

1. The applications submitted by the **firms** qualifying the initial criteria shall be evaluated by scoring method as detailed below:

S. No.	Criteria	Marks	Evaluation
1	Technical Strength (Annexure-VII)	30 Marks	75% marks for min eligibility criteria 100% marks for twice the eligibility criteria In between (i) & (ii)- on pro rata basis
2	Financial (Annexure- V)	10 Marks	75% marks for min eligibility criteria i.e. The bidder should not have incurred any loss (profit after tax should be positive) in last three years (ending 31.03.2022.) 100% marks for bidders with Profit after tax 10 Lakhs in last three years (ending 31.03.2022.) In between (i) & (ii)- on pro rata basis
3	Experience of work during last five years (Annexure- III)	25 Marks	75% marks for min eligibility criteria 100% marks for twice the eligibility criteria In between (i) & (ii)- on pro rata basis
4	Current works in hand (Annexure-IV)	20 Marks	75% marks for Two Works in Hand 100% marks for Four or more projects In between (i) & (ii)- on pro rata basis
5	Award winning project (Annexure - VI)	05 Marks	75% marks for One Project 100% marks for Two or more projects
6	GREEN building for which GRIHA/International standards rating earned (Annexure-VIII)	05 Marks	75% marks for One Project 100% marks for Two or more projects
7	International Level Projects done (Annexure - IX)	05 Marks	75% marks for One Project 100% marks for Two or more projects
8	Total (St)	100 Marks	

- The marks shall be decided by a duly constituted Committee on the basis of predetermined criteria and where it is not possible to do so, based on their own judgment. The evaluation carried out by the said Committee shall be final and binding.
- Only those applicants who secure overall score of 75% shall be empanelled.
- Submission of satisfactory completion certificate from previous clients is essential. Bidders are requested to submit such certificate in their own interest, if possible.
- HITES reserves the right to modify the criteria and take own decision if so required.

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6. Financial Bid: As already mentioned the Financial Bid should be submitted online
7. The financial Bid shall be submitted by the bidders in conformity with uploaded format. Financial Bid submitted in any other format will stand disqualified & rejected. Lowest financial Bid (Fm) shall be given a financial score (Sf) of 100 points. The financial score of the other financial Bids (Fo) shall be computed as follows:

$$Sf = 100 \times Fm \text{ (Lowest financial Bid)} / Fo \text{ (Other financial Bid)}$$

The representative's authorization shall be confirmed by written power of attorney accompanying the Bid.

8. Bids shall finally be ranked according to their combined technical (St) and Financial (Sf) scores using the weights (T=the weightage given to the technical Bid= 80 %; F=the weightage given to the financial Bid= 20%; Total T+F = 100) indicated below.

$$\text{Total Score (S)} = St \times T + Sf \times F$$

The bidder securing the highest total score (S) shall be declared successful and considered for award of work. In case of a tie, bidder with higher technical score will be considered for award of work

The Successful Bidder would be notified in writing by HITES by issuing the Letter of Award (LOA) in favor of the Bidder.

=====***=====

APPLICATION FORM FOR APPOINTMENT INFORMATION TO BE FURNISHED BY THE APPLICANTS

Category of work applied for : Appointment of		
Category- and Class---(Please specify)		
Sl. No.	Particulars	Details
1.	Name of Organization	
2.	Address	
	Mobile No.	
	Telephone No.	
	Fax No.	
	E-mail ID	
3.	Organization Details	To be filled as per Annexure-I
4.	Details of Directors/ Partners/ Proprietors	To be filled as per Annexure-II
5.	List of Engineering Consultancy assignments completed in last 5 Years	To be filled as per Annexure-III
6.	List of similar Consultancy in Progress Assignments in progress	To be filled as per Annexure-IV
7.	Financial Status	To be filled as per Annexure-V
9.	List of award winning entries (during last five years)	To be filled as per Annexure-VI
10.	List of permanent professional Employees and Key Personnel mentioning their specialization, qualifications, experience and association with the firm to be associated on regular basis	To be filled as per Annexure-VII (Self-certified copies to be enclosed)
11.	List of works for which GRIHA/International ratings for Green buildings	To be filled as per Annexure-VIII
12.	List of International works	To be filled as per Annexure-IX
13.	List of equipments available with the firm	To be filled as per Annexure-X
14.	Affidavit	To be filled as per Annexure-XI

Annexure-I

Sl. No.	Parameter	Details
1.	Organizational Set-up: - Year of Establishment - Status of Firm (Proprietorship/ Partnership/ Any other)	
2.	Staff Strength (as mentioned in Annexure)	
3.	Proof Checking arrangement for Structural design	
4.	Details of Office Automation	
5.	ISO Certification	
6.	Applied for which Class and category	

Signature of the applicant

Name & Designation

Place: Date:

Appointment of Consultants for Proof Checking of Designs & Drawings (Structural & MEP) for upcoming projects of HLL Infra Tech Services Ltd. (HITES)

DETAILS OF DIRECTORS/ PARTNERS/ PROPRIETORS

Annexure-II

Sl. No.	Name of Partners/ Directors/ Proprietors	Academic Qualifications	Designation	Address/ Phone/Fax /e-mail

Signature of the applicant

Name & Designation

Place: Date:

Annexure-III

LIST OF ENGINEERING CONSULTANCY ASSIGNMENTS COMPLETED IN LAST 5 YEARS

Sl. No	Name of Work / Project with address	Short Description of Similar Consultancy assignment	Name and address of Owner/ Client	Value of Work/ Project	Date of Start of Work/ Project		Date of Completion of Work/ Project		Bonus/ Liquidated Damages if any imposed on consultant	Agreement details with copy attached.
					Stipulated	Actual	Stipulated	Actual		

Note:

The list of Works/Project mentioned should be substantiated with documentary evidence such as work orders and completion certificates in the absence of which the application is liable to be rejected.

Signature of the applicant

Annexure-IV

LIST OF MAJOR SIMILAR CONSULTANCY ASSIGNMENTS IN PROGRESS

Sl. No	Name of Work/Project in Progress	Short description of Consultancy work done by the firm	Name and address of Owner	Value of Work/Project executed	Date of Start of Work/Project	Stipulated Time of Completion	Status of work	Expected Date of completion	Any other relevant information

Note:

The list of Works/Project mentioned should be substantiated with documentary evidence such as work orders etc. in the absence of which the application is liable to be rejected.

Signature of the applicant

Annexure-V
FINANCIAL STATUS

Sl. No.	Financial year	Turnover (in Rs. Lakhs) from Consultancy	Profit/ loss (-) (After Tax)
1.	2019-20		
2.	2010-21		
3.	2021-22		

Note: Certified copies of audited Balance Sheets/ Chartered Accountants Certificates to be enclosed.

Place:

Date:

Signature of the applicant

Name & Designation

Certificate from the Statutory Auditors

This is to certify that(name of the Bidder) has received the payments shown above against the respective years on account of professional fees.

Name of the Auditor firm:

Seal of the audit firm

FRN No.

(UDIN)

In case the Bidder does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Bidder. In such case, the bidder should mandatorily include supportive proof in the form of relevant extracts of the certified/audited balance sheet(s), etc. The audited financial statements should be certified by Chartered accountant / Certified public accountant/ Registered Accounts Practitioner.

Notwithstanding anything stated above or elsewhere in the document, HITES reserves the right to seek any supplementary information from the bidder in support of the data mentioned in the Forms submitted by the bidders with their bids.

Annexure-VI

LIST OF AWARD WINNING ENTRIES (DURING LAST FIVE YEARS)

S. No	Name of Client Department	Name of Project	Covered Area	Cost of Work	Detail of the Project (Salient Feature of the Project)	Stage of the Project	Institution & Nature of Award

Signature of the applicant

Name & Designation

Place: Date:

Annexure-VII

QUALIFICATION OF CONSULTANTS

Category No.	Position / Level	No. of years of experience (Minimum)	Qualification	Specific Expertise
A.	STRUCTURAL DESIGN			
	Structural Engineer			
B.	MEP SERVICES DESIGN			
i.	Electrical Services design			
ii.	HVAC design			
iii.	Fire Engineering design			
iv.	Building Management System			
v.	PHE Services Design			
vi.	STP/ETP/ WTP			

Place:

Date:

Signature of the applicant

Name & Designation

Annexure-VIII

**LIST OF WORKS FOR WHICH GRIHA/IGBC/OTHER INTERNATIONAL RATINGS FOR
GREEN BUILDINGS EARNED**

S. No	Name of Client	Name of Project	Covered Area	Cost of Work	Detail of the Project (Salient Feature of the Project)	Rating Earned

Place: Date:

Signature of the applicant

Name & Designation

Annexure-IX

Appointment of Consultants for Proof Checking of Designs & Drawings (Structural & MEP) for upcoming projects of HLL Infra Tech Services Ltd. (HITES)

LIST OF INTERNATIONAL WORKS

S. No.	Name of Client	Name of Project	Covered Area	Cost of Work	Detail of the Project (Salient Feature of the Project)	Stage of the Project

Place: Date:

Signature of the applicant

Signature of Applicant

Name & Designation

AFFIDAVIT

Annexure-X

(TO BE SUBMITTED ON NON-JUDICIAL STAMP PAPER OF MINIMUM Rs.100/- DULY CERTIFIED BY NOTARY PUBLIC)

Affidavit of Mr. S/o R/o

The deponent above named to hereby solemnly affirm and declare as under:

1. That I am the Proprietor/Authorized signatory of M/s.....having its Head Office/ Regd. Office at.....
2. That the information/ documents/ Experience certificate submitted by M/s..... along with this 'APPOINTMENT OF CONSULTANTS for Proof Checking of Designs & Drawings (MEP and Structural) for upcoming projects of HLL Infra Tech Services Ltd. (HITES) are genuine and nothing has been concealed.
3. I shall have no objection in case HITES verifies them from issuing authority (ies). I shall also have no objection in providing the original copy of the document(s), in case HITES demands for verification.
4. I hereby confirm that in case, any document, information &/or certificate submitted by me found to be incorrect/false/ fabricated, HITES at its discretion may disqualify/reject my application for pre-qualification out rightly and also debar me/ M/s..... from participating in any future tenders/ PQ.

Deponent

I,....., the Proprietor/ Authorized signatory of M/s.....,do hereby confirm that the contents of the above Affidavit are true to my knowledge and nothing has been concealed therefrom and that no part of it is false.

Verified at.....this.....day of.....

Deponent

Form D

FORMAT FOR POWER OF ATTORNEY FOR AUTHORIZED SIGNATORY

Know all men by these presents, We..... (Name of the Bidder and address of their registered office) do hereby constitute, appoint and authorize Mr / Ms.....(name and residential address of Power of Attorney holder) who is presently employed with us and holding the position of.....as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid for providing -----, including signing and submission of all documents and providing information / responses to HITES, representing us in all matters before HITES, and generally dealing with HITES in all matters in connection with our Bid for the said Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated thisDay of2023

..... (Executants)

Note:

- ◆ The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- ◆ This Power of Attorney should be provided on non-judicial stamp paper duly notarized of appropriate value.