

**Expression of Interest
for
Empanelment of Consultants
for
Comprehensive Architectural Services**

**EOI/ TENDER NO:
HITES/BD/EOI/2022-23/010**

(MARCH 2023)



HLL INFRA TECH SERVICES LIMITED
(A Fully owned Subsidiary of HLL Life care Limited)
B-14A, Sector-62
Noida, Uttar Pradesh

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EOI ID: 2023_HLL_150105_1

**NOTICE INVITING APPLICATIONS FOR EMPANELMENT CONSULTANTS FOR
COMPREHENSIVE ARCHITECTURAL SERVICES FOR BUILDING PAVILION IN INDIA OR
ABROAD**

S. No.	Description	Details
1	EOI NO.	No. HITES/BD/EOI/2022-23/010
2	Date of issue of EOI	23 rd March 2023, 18:00 hrs.
3	Last Date of submission of EOI	4 th April 2023, 18:00 hrs.
4	Date of opening of EOI	5 th April 2023, 15:30 hrs.
5	Proposals should be addressed to	CEO HLL Infra Tech Services Limited (HITES), B-14 A, Sector-62, NOIDA, 201307
6	Proposals should be submitted at (Through online mode)	https://etenders.gov.in/eprocure/app
7	EOI Processing fee	₹ 5,900/- (Five Thousand Nine Hundred inclusive of GST) Non-refundable along with application
8	EOI Documents should be obtained	The detailed EOI document can be viewed or downloaded from website www.hllhites.com and https://etenders.gov.in/eprocure/app
9	E-mail id	bd@hllhites.com
10	Contact Details	0120-4071500/537
11	Empanelment Fee, if qualified	₹ 1,00,000/- (Rupees One Lakh Only)

HLL INFRA TECH SERVICES LIMITED

(A Fully owned Subsidiary of
HLL LIFECARE LIMITED)

**INVITATION OF EXPRESSION OF INTEREST (EOI)
FOR EMAPNELMENT OF ARCHITECTS**

Infrastructure Development Division of HLL INFRA TECH SERVICES LIMITED (A Govt. of India Enterprise) invites EOI from eligible Architects/ Architectural Firms for providing Comprehensive Architectural Services for various pavilion related projects in India and abroad which needs to be built and dismantled for a short period.

The proposals duly completed as per prescribed format along with processing charges must be uploaded in CPP portal on or before the closing date and hours 04th April 2023, 18:00 hrs.

The detailed EOI with Annexures may be obtained from website www.hllhites.com.

CEO

HLL INFRA TECH SERVICES LIMITED

Introduction / Background

A. Empanelment of Architects

General

- a. HLL INFRA TECH SERVICES LIMITED invites Expression of Interest for Empanelment of Architects/ Architectural Firms under different categories for providing Architectural services for their various Healthcare, Institutional, and other infrastructure development projects.
- b. The scope of work includes but is not limited to site evaluation / assessment, preparation of feasibility reports including site survey and soil investigation, preparation of concept / master plan, preparation of detailed architectural and structural design, preparation of DPR, preparation of preliminary / working / GFC drawings, preparation of tender documents, BOQ and detailed specifications, planning and design of services including MEP / HVAC, lifts/elevators, fire detection, fire protection and security system, interior designs, landscape architecture, planning and designing of medical gas system, nurse call system, operation theater/modular operation theater, hospital waste management system, integrated building management system, STP, WTP, selection of material / approval of samples, periodic inspection and evaluation of works, check and approve shop drawings submitted by contractors, signage's plan, obtaining statutory approvals from authorities/local bodies, obtaining NOC of municipal / local bodies, submission of 'as built drawings', and obtaining completion certificates from statutory authorities.

B. Eligibility

- a. The term "ARCHITECT" shall mean any person, who at the time of his application is registered with the Council of Architecture under the Architects-Act-1972. Where the expression of Interest is made by a team, its leader shall be an "ARCHITECT" and where the application is made by a firm, all of its Partners/Directors shall be "ARCHITECTS". The applicant should be in the architectural consultancy business in the present name and style for a period of minimum 10 years ending the last date of the month previous to the one in which applications are invited for empanelment.
- b. The Architectural Entity should be a private Ltd/ Limited Company/ LLP registered in India or in Japan
- c. The Firm shall have a demonstrable track record of rendering architectural concept/ design/ preparing and developing Master Plan etc. for a pavilion related projects in India and abroad and specifically Japan.
- d. Should have experience in designing –
 - I. A pavilion for World Expo in Last 15 years OR
 - II. A project for iconic building in India or Japan with Minimum project cost of Rs.550 Crs. in last 7 years.

1. A nonrefundable processing fee of **Rs. 5900/- (Rupees Five Thousand Nine Hundred only)** including GST should be enclosed with all applications by bank transfer, as per the bank details given Below:-

S. No.	Particulars	Details
1	Name of Beneficiary	HITES FD BACKED OVERDRAFT ACCOUNT
2	Name of Bank	ICICI Bank
3	Bank Branch Name	Sector-62,NOIDA Branch
4	Branch Address	Stellar IT Park, C-25, Sector-62,NOIDA, Uttar Pradesh
5	Bank A/c No.	158005003923
6	IFSC Code	ICIC0001580
7	Branch Code	152
8	MICR	110229152

2. The applicants are, therefore, advised to ensure that they fulfill the prescribed eligibility requirements of enlistment before applying and making the payment. Applications not accompanied with processing fees, shall be summarily rejected.

C. Instructions & Guidelines for Submission of Application Form for Empanelment of Architects

1. Empanelment documents shall be downloaded from our website at www.hllhites.com.
2. Application form for empanelment shall be submitted online in e mode in CPPP
3. The application shall be accompanied with Bank Solvency Certificate & other requisite documents, submitted only as per the enclosed format (s) along with Annexure I to XIV, Self-attested documentary proof(s) in respect of the details furnished in the application form shall be submitted along with the application. The intending candidates 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 architect(s). Suppression of any information in this regard may lead to cancellation of empanelment of the Firm/Architect(s) concerned, if such information comes to the notice of HLL INFRA TECH SERVICES LIMITED after empanelment. Incomplete applications will be summarily rejected.
4. The application shall be signed by the authorized person (s) of the firm. All pages of the documents shall be signed / sealed.
5. HLL INFRA TECH SERVICES LIMITED reserves the right to accept or reject any application or cancel this empanelment process without assigning any reason or incurring any liability thereof
6. HLL INFRA TECH SERVICES LIMITED is not bound to invite bids for all the works from the empaneled Architects only.

7. The empanelment shall be valid for a period of 3 (three) years. This validity period may however be modified at the discretion of HLL INFRA TECH SERVICES LIMITED.
8. Architect(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.
9. HLL INFRA TECH SERVICES LIMITED is committed to provide world Class Pavilions in the country and abroad, Architects having international experience should highlight this aspect clearly with details and testimonials for such works carried out by them at international level.
10. The Application should be on the prescribed form. All Annexures duly completed should be submitted. The Annual turnover of the firm and profit and loss statement by way of Professional Fees for Architectural 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.
11. Summary of regular/permanent professional employees and key Personnel including the nature of specialization, qualifications and experience should be enclosed along with certificates.
12. Applicants should give an undertaking certifying that the firm has not been blacklisted by any Govt. /Local bodies/PSUs.

D. Conflict of Interest

1. HLL INFRA TECH SERVICES LIMITED 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 INFRA TECH SERVICES LIMITED 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.
2. The consultants shall be required to observe the highest standard of ethics during rendering of professional services.
3. Empaneled Architectural Consultants would be entitled to bid for Architectural Consultancy works in HLL INFRA TECH SERVICES LIMITED and work shall be awarded to successful bidder on General Terms and Conditions of the bid.

4. Last date of submission of completed Application form is **15.02.2023** up to 17.00 hours.
5. Incomplete Applications will be summarily rejected HLL INFRA TECH SERVICES LIMITED reserves the right to accept or reject any application without assigning any reason.

E. Evaluation Criteria

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

a.	Technical Staff Strength (Annexure-I & II)	:	15 Marks
b.	Experience of work during last five years (Annexure-III)	:	25 Marks
c.	Current works in hand (Annexure-V)	:	10 Marks
d.	Financial turnover (Annexure-VI)	:	05 Marks
e.	Award winning Projects (Annexure-VII)	:	05 Marks
f.	GREEN building for which GRIHA/ International standards rating earned (Annexure IX)	:	05 Marks
g.	International Level Projects done(Annexure X)	:	35 Marks
Total			<u>100 Marks</u>

2. 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.
3. Submission of satisfactory completion certificate form previous clients would assist the committee in evaluation. Architects are request to submit such certificate in their own interest, if possible.
4. HLL INFRA TECH SERVICES LIMITED reserves the right to modify the criteria and take own decision if so required.
5. HITES may, at their discretion and at any stage during the selection process or execution of the Consultancy work, order disqualification of the Architect(s)/Architectural Firms if the Architect(s)/Architectural Firms has been blacklisted/debarred by HLL Life care Ltd. & it's subsidiaries, Ministry of Health and Family Welfare or Ministry of Finance, Govt. of India.

F. GST:

- a. For the purpose of this Bid document, the term GST shall include Central Goods and Services Tax (CGST), State Goods and Services Tax (SGST), Integrated Goods and Services Tax (IGST), Union Territory Goods and Services Tax (UTGST) and any other taxes levied under the GST related legislation in India, as may be applicable.
- b. Bidder should have valid GST Number.

- c. If the Bidder has opted for a composition levy under Section 10 of CGST, he should declare the fact while bidding along with GSTIN and GST registration certificate.
- d. Exemption from Registration: If a bidder is not liable to take GST registration, i.e., having turnover below threshold, he shall submit undertaking/ indemnification against tax liability. Bidder claiming exemption in this respect shall submit a valid certificate from practising Chartered Accountant (CA)/ Cost Accountant with Unique Document Identification Number (UDIN) to the effect that Bidder fulfils all conditions prescribed in notification exempting him from registration. Such bidder/ dealer shall not charge any GST and/ or GST Cess in the bill/ invoice. In such case, applicable GST shall be deposited under Reverse Charge Mechanism (RCM) or otherwise as per GST Act by the Procuring Entity directly to concerned authorities. Bidder should note that his offer would be loaded with the payable GST under the RCM. Further, Bidder should notify and submit to the Procuring Entity within 15 days from the date of becoming liable to registration under GST.
- e. Break up of different price elements, i.e., as per GST Act, shall be indicated separately, along with its associated HSN code and GST rate.
- f. It shall be the responsibility of Bidder to ensure that they quote the exact HSN Code and corresponding GST rate for each activity of the Services being offered by them.
- g. As per the GST Act, the bid and contract must show the GST Tax Rates (and GST Cess if applicable) and GST Amount explicitly and separate from the bid/ contract price (exclusive of GST). If the price is stated to be inclusive of GST, the current rate included in the price must be declared by the bidder.
- h. Ensure that outward supply return (GSTR-1) is filed correctly and shall declare correct information on the invoice raised to Company and GST portal; in case of any mismatch the Supplier shall promptly make amendments or such corrective measures to ensure that Company does not suffer any loss of credit due to such mismatch.
- i. In case of profiteering by the contractor relating to GST tax, the contractor shall treat it as a violation of the Code of Integrity in the contract and avail any or all punitive actions there under, in addition to recovery and action by the GST authorities under the Act.

G. Applicable Laws, Jurisdiction, Dispute Resolution & Arbitration

- a. Both the Parties agree that this Pact is subject to Indian Law. The place of performance and this Pact shall be subject to New Delhi Jurisdiction. Courts at New Delhi shall have exclusive Jurisdiction. Applicable laws shall be Laws of India (amended time to time).
- b. The parties shall use their best efforts to settle amicably all dispute arising out of or in connection with this contract or the interpretation thereof. Any Dispute arising which cannot be amicably settled between the parties shall be referred for adjudication / Arbitration in accordance with Arbitration & Conciliation Act 1996 and subsequent

amendment thereof. The language of the arbitration proceedings shall be in English. The venue of arbitration shall be Delhi / NCR Delhi.

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APPLICATION FORM FOR EMPANELMENT		
INFORMATION TO BE FURNISHED BY THE APPLICANTS		
Category of work applied for :		Empanelment of Architects Category – (Please specify category)
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 Architectural Consultancy Assignments undertaken in last 10 years	To be filled as per Annexure-III
6.	List of Major Architectural/ Consultancy Projects/ Assignment in progress.	To be filled as per Annexure-V
7.	Financial Status	To be filled as per Annexure-VI
8.	List of permanent professional Employees and Key Personnel mentioning their specialization, qualifications, experience and association with the firm	Self-certified copies to be enclosed
9.	List of award winning entries (during last five years)	To be filled as per Annexure-VII
10.	List of consultants associated on regular basis	To be filled as per Annexure-VIII
11.	List of works for which GRIHA /International ratings for Green buildings	To be filled as per Annexure-IX
12.	List of International works	To be filled as per Annexure-X
13.	List of equipment & software available with the firm	To be filled as per Annexure-XI
14.	Affidavit	To be filled as per Annexure-XII

Signature of the applicant
Name & Designation

Place/ DATE:

ORGANIZATIONAL DETAILS		
Sl. No.	Parameter	Details
1.	Organizational Set-up: - Year of Establishment - Status of Firm (Proprietorship/Partnership/Any other) - Name of Directors/Partners/Proprietors - Empanelment with Govt. Organizations - (Mention names along with copies of Certificates)	To be filled as per Annexure-II
2.	Staff Strength - Architects (nos.) - Structural Engineers (nos.) - Civil Engineers (nos.) - Plumbing / sanitary engineers - Electrical Engineers (nos.) - Environmental Engineers (nos.) - HVAC Engineers (nos.)	
3.	Proof Checking arrangement	Details of tie-up if any to be given
4.	Details of Office Automation	
5.	ISO Certification	
6.	Outsourcing jobs - Structural Design - Plumbing, Sanitary & water supply - Electric Schemes & Design - Fire Fighting and fire detection - Environmental - Air conditioning - Mechanical - Any other	Details of sub-consultants (if any) to be given

DETAILS OF DIRECTORS/PARTNERS/PROPRIETORS

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

Signature of the applicant
Name & Designation

Place:

Date:

**LIST OF MAJOR ARCHITECTURAL/CONSULTANCY PROJECTS/ASSIGNMENTS
IN PROGRESS**

Sl. No	Name of Work / Project in Progress with Address	Short description of Architectural Consultancy	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

FINANCIAL STATUS

Sl. No.	Financial year	Turnover (Rs. in Lacs)	Profit / loss (-)
1.	2019-2020		
2.	2020-2021		
3.	2021-2022		

Note:

Certified copies of audited Balance Sheets (with all schedules attached) /IT Returns / Chartered Accountants Certificates along with UDIN to be enclosed.

Signature of the applicant
Name & Designation

Place:

Date:

**LIST OF AWARD WINNING PROJECTS
(DURING LAST FIVE YEARS ENDING FY 2021-22)**

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:

LIST OF CONSULTANTS ASSOCIATED ON REGULAR BASIS

S. No	Nature of Consultancy	Name & Address of Consultants	Name, Qualification & Experience of Staff	Important Projects Handled
1	Structural Consultant			
2	Service Consultant			
	(a) For Civil Services			
	(b) For Electrical Services			
	(c) Fire Fighting Services			
	(d) HVAC Services			
3	Land Scape Consultants			
4	Estimate Consultants			
5	Any other Consultant			

Signature of the applicant
Name & Designation

Place:

Date:

**LIST OF WORKS FOR WHICH GRIHA /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

Signature of the applicant
Name & Designation

Place:

Date:

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

Signature of the applicant
Name & Designation

Place:

Date:

**** INTERNATIONAL WORK MEANS WORKS DONE OUTSIDE INDIA.**

LIST OF EQUIPMENTS & SOFTWARE AVAILABLE WITH THE FIRM

S. No.	Name of Equipment	Type	Nos.
1	Computers		
2	Printers		
3	Plotters		
4	Software's		
5	Others (Please specify)		

Signature of the applicant
Name & Designation

Place:

Date:

AFFIDAVIT

(TO BE SUBMITTED ON NON-JUDICIAL STAMP PAPER OF MINIMUM
RS.10/- 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 'EMPANELMENT OF ARCHITECTS to HLL INFRA TECH SERVICES LIMITED. are genuine and nothing has been concealed.
3. I shall have no objection incase HLL INFRA TECH SERVICES LIMITED . verifies them from issuing authority (ies). I shall also have no objection in providing the original copy of the document(s), in case HLL INFRA TECH SERVICES LIMITED ., demand so for verification.
4. I hereby confirm that in case, any document, information & /or certificate submitted by me found to be incorrect/false/fabricated, HLL INFRA TECH SERVICES LIMITED. 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 there from and that no part of it is false.

Verified atthisday of

Deponent