

**(Retender)  
Expression of  
Interest  
for  
Empanelment of Structural  
Consultants  
(12<sup>th</sup> August 2020)**



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**HITES**  
**INVITATION OF EXPRESSION OF INTEREST**  
**(EOI) FOR EMPANELMENT OF CONSULTANTS**

Infrastructure Development Division of HITES (a fully owned subsidiary of HLL Lifecare Ltd) invites EOI from eligible Structural Consultancy firms/ Consultants for providing consultancy in various Healthcare, Institutional and other Infrastructure development projects for Structural design.

The proposals duly completed as per prescribed format along with processing Charges must reach on or before 26.08.2020 at 3.00 pm in the office of HITES at Thiruvananthapuram. The opening will be on 27.08.2020 at 3.00 PM at Thiruvananthapuram.

The detailed EOI with Annexure may be obtained from website [www.hllhites.com](http://www.hllhites.com)

**CHIEF ENGINEER (DESIGN)**  
**HITES, RO (Trivandrum)**

## **INTRODUCTION/ BACKGROUND**

### **I. HITES**

1. HITES is a fully owned subsidiary of HLL Lifecare Limited (HLL), a Mini Ratna Central Public Sector Enterprise, under the administrative control of Ministry of Health & Family Welfare, Government of India. HLL is a multi-product, multi-division organization with a wide range of healthcare products and services, with presence in more than 115 countries. HLL's purpose of business is providing quality healthcare products and services at affordable prices. HLL's range of services includes Infrastructure Development, Procurement Consultancy, Diagnostics Service and Facility Management. HLL is positioned as a total healthcare solution provider which caters to a well-being of the society at large.
  
2. HITES is committed to:
  - (a) Provide comprehensive consultancy services in healthcare sector
  - (b) Setting up world class healthcare facilities by providing innovative solutions to infrastructure development.
  - (c) Maintaining high quality standards and performance
  - (d) Providing state-of-the-art healthcare facilities
  
3. HITES is a premier consultancy organization engaged in the development of several Healthcare Infrastructure projects in the Country. Infrastructure Development division (IDD) provides comprehensive consultancy services in the Infrastructure Development sector. IDD has executed Infrastructure Development projects including Design, Engineering and Civil works as Project Management Consultants /EPC Developer and Construction Agency to the Government of India (mainly Ministry of Health & Family Welfare), State Governments, other Govt. agencies such as ESIC (under Ministry of Labour), NHM (under various state Govts.), NACO, IPC, IMPCL. IDD mostly undertakes Institutional & Healthcare Infrastructure Development Projects. HITES's expertise and experience in providing comprehensive solution to all healthcare related infrastructure initiatives make it a leader in this field.

## **II. Empanelment of Structural Consultants**

HITES invites Expression of Interest for Empanelment of Structural Consultants under different classes for providing Structural Engineering and Design services for their various Healthcares, Institutional and other infrastructure development projects.

### **III. CLASSES OF EMPANELMENT**

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:

<b>Class</b>	<b>Financial limit</b>
I.	Project with estimated cost above Rs.50 Crores to Rs.100 Crores
II.	Project with estimated cost above Rs.20 Crores to Rs. 50 Crores
III.	Project with estimated cost upto Rs.20 Crores

2. HITES reserves its right to allow the empanelled Consultants to bid for the works in next lower/higher class in specific cases on need basis.
3. A non refundable processing fee of Rs.1,770/- (Rupees One Thousand Seven Hundred and Seventy only) including GST should be enclosed with all applications by DD, in favour of HLL Infra Tech Services Ltd payable at Thiruvananthapuram. The bidders submitted the fees in the EOI dated 12<sup>th</sup> June 2020 need not submit the fees again. Applications not accompanied with processing fees, shall summarily be rejected.

\* For MSME registered bidders, the proof of registration shall be attached. The tender documents will be free of cost for them.

#### **IV. Scope & Eligibility**

##### **1. Scope of work**

- Structural design of multistoried buildings including geotechnical investigation by an agency approved by HITES and design of foundation
- Structural analysis, modelling including loading calculation etc using appropriate approved software
- Providing structural drawings meeting the seismic requirements, wind conditions, flood & topographical conditions for different sites
- The design shall conform to the Indian Standard specifications and should be heeding to the instructions modification / rectification suggestion of proof checking agency approved / appointed by HITES.
- Issue of Structural stability certificate wherever/whenever required.
- Required Nos of A1 size GFC Structural drawings shall be submitted in hard copy as mentioned in RFP. The soft / editable copy of the same shall also be submitted to HITES.
- The Consultant will have to visit the site as required , attend the meetings with the Client / stakeholders and also to work in relation with HITES Design team regarding Architectural and MEP sections.
- All deliverables shall be as per the RFP for each project. Drawings, geotechnical investigation reports including geo technical interpretative reports, analysis model etc all in digital & hard copies (as required).

## 2. Eligibility Criteria

### a. Technical Expertise for projects costing above 20 Crs (applicable for firms)

Sl No.	Position	No of staffs (Minimum)	No. of years of experience (Minimum)	Qualification	Specific Expertise
A.	Structural design	Sr. Structural Engineer -1 no	12	ME/ M. Tech (Structural)	<ul style="list-style-type: none"> <li>Experience in the field of designing of Building structure, RCC foundation, Pile foundation, combined footings &amp; raft foundation and Structural works as per latest BIS Codes and using appropriate structural design softwares like STAAD Pro, ETABS, or equivalent.</li> </ul>
		Jr. Structural Engineer – 2 No	3	ME/ M. Tech (Structural)	
			Or	Or	
			5	B.Tech (Civil)	
		Draftsman – 1 No	1	Diploma/ITI	

### b. Technical Expertise for projects costing below 20 Crs (applicable for firms)

Sl No.	Position	No of staffs (Minimum)	No. of years of experience (Minimum)	Qualification	Specific Expertise
B.	Structural design	Sr. Structural Engineer -1 no	8	ME/ M. Tech (Structural)	<ul style="list-style-type: none"> <li>Experience in the field of designing of Building structure, RCC foundation, Pile foundation, combined footings &amp; raft foundation and Structural works as per latest BIS Codes and using appropriate structural design softwares like STAAD Pro, ETABS, or equivalent.</li> </ul>
		Jr. Structural Engineer – 2 No	3	ME/ M. Tech (Structural)	
			Or	Or	
			5	B.Tech (Civil)	
		Draftsman – 1 No	1	Diploma/ITI	

**c. Technical Expertise for projects costing below 20 Crs (applicable for individual Consultant)**

Sl No.	Position	Individual	No. of years of experience (Minimum)	Qualification	Specific Expertise
C.	Structural design	Sr. Structural Engineer	8	ME/ M. Tech (Structural)	<ul style="list-style-type: none"> <li>Experience in the field of designing of Building structure, RCC foundation, Pile foundation, combined footings &amp; raft foundation and Structural works as per latest BIS Codes and using appropriate structural design softwares like STAAD Pro, ETABS, or equivalent.</li> </ul>

**d. Commercial Expertise**

Class	Consultancy provided No. of Projects/ Works and Value during last Seven years	Annual Minimum Average Turnover by way of Professional Fees for Past three years ending March 2019 (not applicable for individual consultants)
I.	Atleast one completed Project/work of total value more than Rs.50 Crores. Or Two completed Projects/works each of total value not less than Rs.25 Crores. Or Three completed Projects/works each of total value not less than Rs.20 Crores.	20 Lakhs
II.	Atleast one completed Project/ work of total value more than Rs.25 Crores. Or Two completed Projects/works each of total value not less than Rs.12.50 Crores. Or Three completed Projects/ works each of total value not less than Rs.10 Crores	10 Lakhs
III.	Atleast one completed Project/work of total value more than Rs.10 Crores. Or Two completed Projects/works each of total value not less than Rs.5 Crores Or Three completed Projects/works each of total value not less than Rs.4 Crores	4 Lakhs



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 empanelment.
2. The empanelment 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 and other reputed private Engineering colleges offering PG courses in the last 10 years is 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 7 years and fulfill specified minimum criteria shall be eligible to apply.
5. The firm should have an office in Kerala. HITES technical personnel may visit the office, if required, during evaluation of this EOI.
6. The Empanelment is for the projects in Kerala & Lakshadweep only.
7. The Registration details of the firm should be submitted.
8. The firm should have GST Registration wherever applicable as per rules and a copy of the same shall be submitted.
9. Sub-consulting the works awarded by HITES is not permitted.
10. The Application should be on the prescribed form. All Annexure duly completed should be submitted. The Annual turnover of the firm by way of Professional Fees for Architectural/ Engineering 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.

## **V. Instructions & Guidelines for Submission of Application Form**

### **i) Empanelment of Consultant Firms**

1. Empanelment documents shall be downloaded from our website at **www.hllhites.com**.
2. The consultants already empanelled may also submit their applications afresh.
3. Application form for empanelment shall be submitted in sealed envelope super scribing **“Application for Empanelment of Structural Consultants”**), on or before 26.08.2020 at 3.00 pm in the office of CE (Design), Infrastructure Development Division, Golden Jubilee block, HITES, Poojappura, Thiruvananthapuram -695 012.
4. The application shall be submitted only as per the enclosed format (s) along with Annexure I to VIII, 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 empanelment of the Firm/ Consultant(s) concerned, if such information comes to the notice of HITES after empanelment. Incomplete applications will be summarily rejected.
5. 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. ALL PAGES OF EOI DOCUMENT SHALL ALSO BE SIGNED AS A TOKEN OF ACCEPTANCE OF THE CONDITIONS.
6. In case an application is found suitable for empanelment in class lower than the one applied for, the empanelment may be done in the eligible class in respect of such candidate(s).

### **ii) Instructions to Individual consultants**

1. Eminent technocrats willing to work as Consultant to HITES on Lump sum basis can apply for empanelment under this EOI in class IV i.e. for Project with estimated cost upto 20 crores.
2. **They have to submit their credentials in the prescribed format except for the financial & staff deployed parameters.** In addition to this, they have to

make a presentation before the designated committee of HITES which will form part of this qualification, the date of which will be informed later.

**3.They have to submit the documents pertaining to their educational qualification and softwares available with them as per the eligibility criteria.**

4. Payment for the individual Consultants will be on lump sum basis. Net of tax as per the measured duration of work or deliverables as applicable to particular cases.

5. The RFP for individual consultants will be issued separately.

6. They will have to enter into agreement with HITES for the successful performance of the assignment given to them.

7. They should be below 65 years of age and in exceptional cases upto 70 years.

8. The role of the consultants will be recommendatory only and the final decision will be taken by HITES.

9. Necessary working space for the consultant will be provided at the discretion of HITES. No local transportation will be provided for the assignment

10. In case of exigency air travel for senior consultants will be reimbursed wherever overnight train journey is not possible at the sole discretion of HITES.

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

## **VI. 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 consultants shall be required to observe the highest standard of ethics during rendering of professional services.
2. Empanelled Structural Consultants would be entitled to tender for Structural Consultancy works in HITES and work shall be awarded to successful tenderers on General Terms and Conditions of the bid.
  3. Last date of submission of completed Application form is 26.08.2020 upto 15.00 hours
  4. Incomplete Applications will be summarily rejected. HITES reserves the right to accept or reject any application without assigning any reason.

## **VII.Evaluation Criteria**

1. The applications submitted by the **firms** qualifying the initial criteria shall be evaluated by scoring method as detailed below:
  - a. Technical Staff Strength (Annexure-I, II, VI & VII) : 40 Marks
  - b. Financial turnover (Annexure- V) : 20 Marks
  - c. Experience of work during last seven years : 40 Marks  
(Annexure- III)

**Total : 100 Marks**

### **For individual Consultants ( Class IV Projects)**

- a. Educational Qualification & softwares available with the Consultant (as mentioned in eligibility criteria) : 20 Marks
  - b. Experience of work during last seven years : 20 Marks  
(Annexure- III)
  - c. Current works in hand (Annexure-IV) : 10 Marks
  - d. Technical Presentation : 50 Marks
- Total : 100 Marks**
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 from previous clients (preferably from the latest major work) specifying the compliance to time of completion, the precision of the work and response towards sorting of issues during execution of work is essential. Bidders are requested to submit such certificate in their own interest, if possible.
4. HITES reserves the right to modify the criteria and take own decision if so required.
5. Only those firms who secure a minimum of 50% marks in each criteria of Evaluation Criteria and secure overall score of 70% shall be empanelled. However, the parameters shall carry weightage as per Evaluation Criteria above.

=====\*\*\*=====

**APPLICATION FORM FOR EMPANELMENT  
INFORMATION TO BE FURNISHED BY THE APPLICANTS**

<b>Empanelment of .....</b>		
<b>Sl.No.</b>	<b>Particulars</b>	<b>Details</b>
<b>1.</b>	<b>Name of Organization</b>	
<b>2.</b>	<b>Address</b>	
	<b>Mobile No.</b>	
	<b>Telephone No.</b>	
	<b>Fax No.</b>	
	<b>E-mail ID</b>	
<b>3.</b>	<b>Organization Details</b>	<b>To be filled as per Annexure-I</b>
<b>4.</b>	<b>Details of Directors/ Partners/ Proprietors</b>	<b>To be filled as per Annexure-II</b>
<b>5.</b>	<b>List of Structural Consultancy Completed</b>	<b>To be filled as per Annexure-III</b>
<b>6.</b>	<b>List of Structural Consultancy in Progress</b>	<b>To be filled as per Annexure-IV</b>
<b>7.</b>	<b>Financial Status</b>	<b>To be filled as per Annexure-V</b>
<b>8.</b>	<b>List of permanent professional Employees and Key Personnel mentioning their specialization, qualifications, experience and association with the firm</b>	<b>Self-certified copies to be enclosed</b>
<b>9.</b>	<b>List of Staff employed by the firm</b>	<b>To be filled as per Annexure-VI</b>
<b>10.</b>	<b>List of equipments available with the firm</b>	<b>To be filled as per Annexure-VII</b>
<b>11.</b>	<b>Affidavit</b>	<b>To be filled as per Annexure-VIII</b>

**Annexure- I**

**ORGANIZATIONAL DETAILS**

<b>Sl.No.</b>	<b>Parameter</b>	<b>Details</b>
<b>1.</b>	<b>Organizational Set-up:</b> <ul style="list-style-type: none"><li>- Year of Establishment</li><li>- Status of Firm (Proprietorship/ Partnership/ Any other)</li><li>- Name of Directors/Partners/Proprietors</li><li>- Empanelment with Govt. Organizations</li><li>- (Mention names along with copies of Certificates)</li></ul>	<b>To be filled as per Annexure- II</b>
<b>2.</b>	<b>Total Staff Strength</b>	
<b>3.</b>	<b>Details of Office Automation</b>	

**Signature of the applicant  
Name & Designation**

**Place  
:  
Date:**

**Annexure-II**

**DETAILS OF DIRECTORS/ PARTNERS/PROPRIETORS**

<b>Sl.No.</b>	<b>Name of Partners/ Directors/ Proprietors</b>	<b>Academi c Qualification</b>	<b>Designatio n</b>	<b>Address/ Phone/Fax /e-mail</b>

**Signature of the applicant  
Name & Designation**

**Place  
:  
Date:**



**Annexure-III**

**LIST OF STRUCTURAL CONSULTANCY ASSIGNMENTS  
COMPLETED IN LAST 7 YEARS**

Sl. No	Name of Work / Project with address	Short Description of Structural Consultancy assignment	Name and addresses of Owner / Client	Value of Work/ Project	Value of Consultancy	Date of Start of Work/ Project		Date of Completion of Work/		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 STRUCTURAL CONSULTANCY PROJECTS/ ASSIGNMENTS IN  
PROGRESS**

Sl. No	Name of Work/ Project in Progress with Address	Short description of Consultancy work done by the firm	Name and addresses of Owner	Value of Work/ Project executed	Value of Consultancy	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**

<b>Sl.No.</b>	<b>Financial year</b>	<b>Turnover (in Rs.Lacs) from Consultancy</b>
1.	<b>2016- 2017</b>	
2.	<b>2017-2018</b>	
3.	<b>2018-2019</b>	

**Note:**

**Certified copies of Chartered Accountants Certificates to be enclosed.**

**Place:**

**Date:**

**NOTE**

The class limits for minimum annual average turnover is shown in page 6. Minimum average annual turnover for Consultancy should not be less than that mentioned in Eligibility criteria for 50% marks. Twice the value or more will fetch 100% marks and the marks for lower values will be reduced prorata linearly.

**Annexure-VI**

**Details of Technical Staff available with the firm**

<b>Sl No.</b>	<b>Designation</b>	<b>No. of years of experience</b>	<b>Qualification</b>	<b>Specific Expertise</b>
1	Sr. Structural Engineer			
2	Jr. Structural Engineer			
3	Draftsman			

**Place: Date:**

**Signature of the applicant  
Name & Designation**

**Minimum number available as per eligibility criteria will fetch 50% marks. The marks will vary prorate.**

**Annexure-VII**

**LIST OF EQUIPMENTS AVAILABLE WITH THE FIRM**

S.No.	Nameof Equipment	Type	Nos.
1	Software's		
2	Office Space (in Sqm)		

**Signature of the applicant  
Name & Designation**

**Place:  
Date:**

**Annexure-VIII**

**AFFIDAVIT**

(TO BE SUBMITTED ON NON-JUDICIAL STAMP PAPER OF APPROPRIATE  
VALUE 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 STRUCTURAL CONSULTANTS” to 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 the best of my knowledge and nothing has been concealed therefrom and that no part of it is false.

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

**Deponent**