

# **EXPRESSION OF INTEREST FOR EMPANELMENT OF ARCHITECTS**

## **SIKKIM BIODIVERSITY, CONSERVATION AND FOREST MANAGEMENT PROJECT (SBFP)**

**Forest, Environment and Wildlife Management Department, Government of Sikkim, Forest Secretariat,  
Deorali, Gangtok, 737101**

Sikkim Biodiversity, Conservation and Forest Management Project (SBFP) in the Forest, Environment and Wildlife Management Department, Government of Sikkim, invites Expression of Interests from Leading Architectural firms who have experience of designing and constructing, eco-friendly structures and creation of an academic campus.

### **1.0 BACKGROUND:**

The Japan International Cooperation Agency (JICA) is providing financial aid to the Sikkim Biodiversity Conservation and Forest Management Project (SBFP) and several building including Offices, Rest Houses, Quarters, Training Institute etc are to be constructed at several places in Sikkim.

The construction is phased out in the initial years of the project.

### **2.0 OBJECTIVE:**

SBFP is planning to implement the project which includes

- Training Institute buildings;
- Construction of Forest Headquarter office.
- Construction of Residential Accommodation
- Construction of Forest Rest Houses
- Construction of Office building and Veterinary care facility in the Himalayan Zoological Park
- Construction of Sikkim Biodiversity Center
- Construction of Butterfly Park in North Sikkim
- Construction of Nature Interpretation Center
- Construction of Range Office and Check posts.

### **3.0 SCOPE OF WORK:**

Scope of work for this call of Expression includes Concept design, Preliminary design and drawings, Detailed Design, working drawings, preparation of tender document, analysis of tenders, drawings and supervision of details for proper execution of works

during construction, visitation of the site of work at intervals mutually agreed upon, to inspect, direct and evaluate the construction work as per the approved design and any other standard conditions becoming of an Architectural Firms including obtaining approvals etc.

#### **4.0 ELIGIBILITY CRITERIA:**

The competition is open to all architectural firm, or multi-disciplinary team whose principal is an architect, registered in India under the Council of Architecture. The competition is also open to a multi-disciplinary team, which could have collaborators who are based abroad. They should indicate one such representative (team leader), who is in possession of the technical requirements required to participate in the empanelment and who is registered in India under the Council of Architecture.

All bidders must satisfy the following eligibility criteria:

##### **(A) Annual Financial Turnover**

Annual financial Turn-over (Fee from architectural services only for the firm) during any one of the last five financial years shall not be less than Rs.25,00,000/-(Rupees twenty five lakhs).

The Bidder should submit self attested copy of Auditor's Report along with Balance Sheet and Profit and Loss statement along with Schedules for the relevant financial year in which the minimum criterion is met. Provisional audit reports or certified statements shall not be accepted.

##### **(B) Work Experience**

###### **(a) Similar Works Experience**

The Bidder should have satisfactorily completed, in his own name, at least one similar work of minimum value of Rs 5.00 crores or training institute of minimum value of Rs.5.00 crores.

**Similar works** shall mean architecture design and construction documentation of the building work at least Basement plus, Ground plus four stories with structural and MEP details. However, Industrial sheds shall not be considered.

Notes :

- Only such works shall be considered where physical completion of entire work is over or commissioning of work has been done, whichever is earlier.
  - The Bidder should submit the details of such completed works. In support of having completed these works, the Bidder should submit self attested copies of the completion certificates from the owner/ client indicating the name of the work, the description of work done by the Bidder, value of contract executed by the Bidder, date of start, date of completion (stipulated and actual).
- (c) Principal Consultant / architect should be a degree holder in Architecture and registered with Council of Architecture with minimum experience of 5 years.

The Bidders are required to submit the Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees fifty thousand only) in form of Demand Draft/Pay Order payable to **The Project Director,SBFP Gangtok**, payable at Gangtok . The earnest money of the unsuccessful Bidders shall be refunded after the award of the work. The EMD of the successful Bidder will be adjusted in security deposit. Bids not accompanied with EMD shall not be accepted and summarily rejected.

(d) Profitability

The applicant firm shall be a profit (net) making firm and shall not have incurred losses in any of the last 2 financial years or any 3 out of last 5 financial years.

The Bidder should submit self attested copies of Auditor's Report along with audited Balance Sheet and Profit and Loss statement for the last five financial years. In case the firm is profit making for the last three financial years continuously, the Bidder may submit the above document for last three financial years only.

**(C) Other Information to be furnished:**

- a. Attested copy of Affidavit for sole proprietorship/partnership deed/ memorandum and Article of association.
- b. Attested copy of power of Attorney on non – judicial stamp Paper of appropriate value of the signatory of Bid on behalf of the Bidder.
- c. Documentary proof with regards to the architect / firm is a profit making firm and has not made losses in last 2 financial years or any 3 out of last 5 financial years.
- d. All the requisite and the following Annexure duly filled sealed & signed by Architect / firm or their authorized representative of Architect / firm.
  - i. Company background.
  - ii. Copy of registration with Council of Architecture.
  - iii. Other empanelment / sub consultant information.
  - iv. Proof of having a registered office in India.

**(D). Declaration of the Bidder**

Even though the Bidders may meet the above qualifying criteria, they are subject to be disqualified if they have

- a) Made misleading or false representation in the forms, statements and attachments in proof of the qualification requirements.
- b) Records of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc.
- i) Their business banned by any Central/State Government Department/ Public Undertakings or Enterprises of Central/State Government.
- c) Not submitted all the supporting documents or not furnished the relevant details as per the prescribed format.

## **(E). Check list of Documents to be submitted**

### i) Annual Turnover

Self Attested copies of Auditor's Report along with the Balance Sheet and Profit and Loss Statement for the relevant financial year in which the minimum criterion is met (Refer Notes under Para-A)

### ii) Work Experience

#### • Similar Work Experience

Self Attested copies of Auditor's Report along with the Balance Sheet and Profit and Loss Statement for last 5 or 3 financial years, as the case may be [Refer Para B (d)].

### iii) Declaration by Bidder

iv) Each page of Bid document shall be duly signed and sealed by Architect/firms or its authorized representative as a token of acceptance of terms & conditions.

v) Other Information to be furnished: are requested to send their company profile along with their sub-consultants information, CV's of Key personnel to be deployed for this project, Vision note along with Approach and methodology for this project, documentary proof of the eligibility criteria i.e. Council of Architecture certificate, work experience, proof of having a registered office in India, Auditor's report along with Balance Sheet & profit and Loss statement for the last three years.

## **4.0 SUBMISSION:**

### **(A) ENTRY SUBMISSION**

Submissions of the EOI in the prescribed format must be received at location specified by SBFP latest by 1600 Hrs IST on, **26<sup>th</sup> July, 2010**; any submission delivered after this will be disqualified by the Committee.

Entries once submitted will not be returned to the participant under any circumstances.

### **(B) SUBMISSION LOCATION**

**The Project Director cum APCCF,**

**Forest Environment and Wildlife Management Department, Government of Sikkim,**

**Deorali, Gangtok, SIKKIM, India**

### **(C) CONTENTS OF DOCUMENT ENVELOPE**

1. Information on the Organization submitting EOI (Form 1; format enclosed)
2. Curriculum Vitae of Professional Staff (Form 2; format enclosed)
3. Documentary proof of the eligibility criteria
4. Photocopies of Architect's License / Diploma, registration with Council of Architecture (India), PAN Card, and Service Tax Registration Details
5. Details of similar projects successfully completed by the INDIAN Organization in the last 5 years (Form 3; format enclosed)

6. Details of similar projects ongoing by the INDIAN Organization in the last 5 years (Form 4; format enclosed)
7. Cover letter including Acceptance to Promoter's Terms, and Consent of Public Exhibition and Publication of the information provided through the competition (Form 5 format enclosed)
8. Design Brief explaining the overall approach and concept of the campus buildings and architecture in a maximum of 25 A4 pages (including cover pages). The brief should convey the idea of the participant on how he/she would like to develop the proposed buildings.

#### **(F) COMPENSATION**

No compensation shall be paid to any of the applicant for submissions / short listing at Stage I.

#### **(G) CLARIFICATIONS REGARDING THIS EOI**

All clarifications regarding this EOI may be had from

projectdirector.sbf@gmail.com or at the address given in Item 6.0 of this document.

#### **(H) REFUND OF EARNEST MONEY**

The Earnest Money of all the competitors shall be returned latest by December 31, 2010, after successful submission by the Winner. The competitors shall not be able to claim from promoters any interest on the Earnest Money deposited with the Promoters up to that period.

#### **(I) TERMINATION OF THE COMPETITION**

If against all expectation entertained by the promoter, the result of the competition is such that none of the participants could be declared by the Committee as the winner of the competition; the competition could be regarded as terminated. The promoter on the advice of the Committee can award additional payments (as decided by the Committee) to the last five participants for their additional effort. The decision of the Committee shall be final and binding on all the participants.

### **5.0. DISCLAIMER**

It shall not be assumed that there shall be no deviation or change in any of the herein mentioned information. While this document has been prepared in good faith, neither PMU, SBFP, any of their officers or employees, nor any of the Committee members, shall have any responsibility or liability whatever in respect of any statement or omission here from. Any liability is accordingly expressly disclaimed by PMU, SBFP, Gangtok any of their officers or employees, nor any of the Committee members.

The PMU reserves the right to accept or reject the application without assigning any reason. Further the PMU reserves the right to award contract based upon its requirements fully, partially or phase –wise at its sole discretion. Any legal dispute will be settled within Gangtok judistriction.

### **6.0. CONTACT PERSON**

For any other information, contact:

**APCCF cum Project Director,  
SIKKIM BIODIVERSITY, CONSERVATION AND FOREST MANAGEMENT PROJECT (SBFP)  
Forest Environment and Wildlife Management Department, Government of Sikkim,  
Deorali, Gangtok, SIKKIM , India, PIN 737101  
Ph.No: 03592-281749**

**FORM 1**

Call for Expression (EOI) of Interest to Participate in a Competition for developing new constructions under Sikkim Biodiversity, Conservation and Forest Management Project (SBFP)

**Information on the Organization submitting EOI**

The Indian organisation submitting the EOI, and the international organisation joining in joint venture with the Indian organisation, should fill this form separately.

<i>S.No.</i>	<i>Detail</i>		
1.a	<p><b>Name of Principal Organisation</b></p> <p>Address</p> <p>Phone:</p> <p>Fax:</p> <p>email:</p>		
1.b	<p><b>Name of International Partner/Associate(if any)</b></p> <p>Address:</p> <p>Phone:</p> <p>Fax:</p> <p>email:</p>		
2.	<p><b>Year of Establishment of Organisation</b></p> <p><b>Date and year of commencement of practice by the Organisation</b></p>		
3.	<p><b>Legal status of the Organisation</b> (Tick one)</p> <p>(a) A proprietary firm</p> <p>(b) A firm in partnership</p> <p>(c) A limited company of corporation</p> <p><i>(Attach copy of official document authenticating the legal status)</i></p>		
4.	<p><b>Names &amp; designation of all Directors/Executives/Partners of the Organisation</b></p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><u>Name</u></td> <td style="text-align: center;"><u>Designation</u></td> </tr> </table>	<u>Name</u>	<u>Designation</u>
<u>Name</u>	<u>Designation</u>		
5.	<p><b>Names &amp; designation of Principal Architect and other Architects,</b> who are registered with Council of Architecture, India in the firm/organisation.</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><u>Name</u></td> <td style="text-align: center;"><u>Designation</u></td> </tr> </table> <p><i>(Attach copy of registration certificate issued by Council of Architecture, India)</i></p>	<u>Name</u>	<u>Designation</u>
<u>Name</u>	<u>Designation</u>		
6.	<p><b>Authorized representative of the Organization</b></p> <p>Name of Person:</p>		

	Address : Phone: Fax: email:																
7.	Number of Professional Staff employed by the Organisation <table border="0"> <tr> <td style="text-align: left;"><u>Staff Type</u></td> <td style="text-align: right;"><u>Number</u></td> </tr> <tr> <td>Planners</td> <td></td> </tr> <tr> <td>Architects</td> <td></td> </tr> <tr> <td>Structural Engineers</td> <td></td> </tr> <tr> <td>Civil Engineers (not including above)</td> <td></td> </tr> <tr> <td>Quantity Surveyors</td> <td></td> </tr> <tr> <td>Others (Please specify)</td> <td></td> </tr> <tr> <td>_____</td> <td></td> </tr> </table>	<u>Staff Type</u>	<u>Number</u>	Planners		Architects		Structural Engineers		Civil Engineers (not including above)		Quantity Surveyors		Others (Please specify)		_____	
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Planners																	
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Quantity Surveyors																	
Others (Please specify)																	
_____																	
8.	Number of Professional Staff proposed to be deployed <table border="0"> <tr> <td style="text-align: left;"><u>Staff Type</u></td> <td style="text-align: right;"><u>Number</u></td> </tr> <tr> <td>Planners</td> <td></td> </tr> <tr> <td>Architects</td> <td></td> </tr> <tr> <td>Structural Engineers</td> <td></td> </tr> <tr> <td>Civil Engineers (not including above)</td> <td></td> </tr> <tr> <td>Quantity Surveyors</td> <td></td> </tr> <tr> <td>Others (Please specify)</td> <td></td> </tr> <tr> <td>_____</td> <td></td> </tr> </table> <p>Attach curriculum vitae of the said professionals as per FORM 2.</p>	<u>Staff Type</u>	<u>Number</u>	Planners		Architects		Structural Engineers		Civil Engineers (not including above)		Quantity Surveyors		Others (Please specify)		_____	
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Others (Please specify)																	
_____																	
9.	Did the Organisation (or any of its employees) ever suspend any project for a period of more than 6 months continuously after commencing the planning? If so, name the project and the reasons of suspension.																
10.	Did the Organisation, or any partner in case of partnership firm, ever abandoned an awarded project before it completion? If so, name the project and the reasons for abandonment.																
11.	Did the Organisation or any partnership firm, ever been debarred/ blacklisted for competing in any organization at any time? If so, give details.																
12.	Please provide information on any litigation in which the Organisation was involved during the last five years including any current litigation.																
13.	Was the Organisation, or any constituent partner in case of partnership firm, convicted by a court of law? If so, give details.																
14.	Any other information considered necessary but not included above																
15.	Information of referees of past projects undertaken by the Organisation <b>Name of Referee 1</b> Address  Phone: Fax: email:  <b>Name of Referee 2</b> Address																

	Phone: Fax: email:  <b>Name of Referee 3</b> Address  Phone: Fax: email:
16.	Attach brochures and annual reports of last five years (Financial Years 2003-2008), if any.

Signature of Authorised Signatory

Seal of the ORGANISATION

## FORM 2

Call for Expression (EOI) of Interest to Participate in a Competition for developing new constructions under Sikkim Biodiversity, Conservation and Forest Management Project (SBFP)

## Curriculum Vitae of Professional Staff

Each professional staff must to be employed in the project should fill this form separately.

S.No.	Detail						
1.	<b>Name of Professional Staff:</b> Address:  Phone: Fax: email:						
2.	<b>Date of Birth</b>						
3.	<b>Nationality</b>						
4.	<b>Educational Qualifications</b> <table style="width:100%; border:none;"> <tr> <td style="text-align:center;"><i>Degree</i></td> <td style="text-align:center;"><i>University</i></td> <td style="text-align:center;"><i>Year of Graduation</i></td> <td style="text-align:center;"><i>%Marks</i></td> </tr> </table>	<i>Degree</i>	<i>University</i>	<i>Year of Graduation</i>	<i>%Marks</i>		
<i>Degree</i>	<i>University</i>	<i>Year of Graduation</i>	<i>%Marks</i>				
5.	<b>Professional Qualifications</b>						
6.	<b>Details of Registration with Statutory Body (e.g., COA)</b>  <i>(Attach the copy of registration certificates)</i>						
7.	<b>Membership of Professional Societies</b>						
8.	<b>Awards Won</b> <table style="width:100%; border:none;"> <tr> <td style="text-align:center;"><i>National Agency</i></td> <td style="text-align:center;"><i>Name of Organisation Giving Award</i></td> <td style="text-align:center;"><i>Year</i></td> </tr> <tr> <td style="text-align:center;"><i>International Agency</i></td> <td style="text-align:center;"><i>Name of Organisation Giving Award</i></td> <td style="text-align:center;"><i>Year</i></td> </tr> </table>	<i>National Agency</i>	<i>Name of Organisation Giving Award</i>	<i>Year</i>	<i>International Agency</i>	<i>Name of Organisation Giving Award</i>	<i>Year</i>
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<i>International Agency</i>	<i>Name of Organisation Giving Award</i>	<i>Year</i>					
9.	<b>Number of Years employed with the Organisation submitting the EOI</b>  <i>(Attach the complete professional record of all professional positions held since graduation, in reverse chronological order giving dates, employers, positions held and task undertaken)</i>						
10.	<b>Professional Tasks Assigned in the Organisation</b>						

I certify that, to the best of my knowledge and belief, the information provided above is correct.

Signature of Authorised Signatory

**Call for Expression (EOI) of Interest to Participate in a Competition for developing new constructions under Sikkim Biodiversity, Conservation and Forest Management Project (SBFP)**

**Details of Similar Projects successfully completed  
by the Organisation in the last 5 years**

A separate form should be filled for each project undertaken by the Organisation submitting the EOI.

<i>S.No.</i>	<i>Detail</i>
1.	Name and location of the project  Give name and address of the Client (including contact name, address, communication address, and other particulars) to whom the reference can be made
2.	Name the services rendered for the project (including Design, Detailing, and Project Management Consultancy)
3.	Joint Venture Organisation(s)  Associated with the Organisation in the project
4.	Amount (in Rs.) of the Involvement of the Organisation along with copy of work order
5.	Amount (in Rs.) of the work executed by the Organisation along with copy of completion certificate
6.	Duration of the Project  Give Date of Commencement, Date of Completion, and  Details of delay, if any
7.	Names of the project in-charge (Professional Staff) and Number of Professional staff involved
8.	Provide salient features/design concept of the project
9.	Any other remarks

I certify that, to the best of my knowledge and belief, the information provided above is correct.

Signature of Authorised Signatory

Seal of the ORGANISATION

**FORM 4**

Call for Expression (EOI) of Interest to Participate in a Competition for developing new constructions under Sikkim Biodiversity, Conservation and Forest Management Project (SBFP)

**Details of Similar Projects Ongoing  
by the Organisation in the last 5 years**

A separate form should be filled for each project undertaken by the Organisation submitting the EOI.

<i>S.No.</i>	<i>Detail</i>
1.	Name and location of the project  Give name and address of the Client (including contact name, address, communication address, and other particulars) to whom the reference can be made
2.	Name the services rendered for the project (including Design, Detailing, and Project Management Consultancy)
3.	Joint Venture Organisation(s)  Associated with the Organisation in the project
4.	Amount (in Rs.) of the Involvement of the Organisation along with copy of work order
5.	Amount (in Rs.) of the work executed by the Organisation along with copy of completion certificate
6.	Duration of the Project  Give Date of Commencement, Date of Completion, and  Details of delay, if any
7.	Names of the project in-charge (Professional Staff) and Number of Professional staff involved
8.	Provide salient features/design concept of the project
9.	Any other remarks

I certify that, to the best of my knowledge and belief, the information provided above is correct.

Signature of Authorised Signatory

Seal of the ORGANISATION

Call for Expression (EOI) of Interest to Participate in a Competition  
for developing new constructions under Sikkim Biodiversity, Conservation and Forest  
Management Project (SBFP)

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## Cover letter

From:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To:

Project Director cum APCCF,  
SIKKIM BIODIVERSITY, CONSERVATION AND FOREST MANAGEMENT PROJECT (SBFP)  
Forest Environment and Wildlife Management Department, Government of Sikkim,  
Deorali, Gangtok, SIKKIM , India

**Subject:** Expression of Interest to participate in Participate in a Competition for developing  
new constructions under Sikkim Biodiversity, Conservation and Forest  
Management Project (SBFP)

Dear Sir:

We have examined the details given in EOI notification in the newspapers, and the EOI details and forms for the said project posted on the website [www.sikenvi.nic.in](http://www.sikenvi.nic.in). Therefore,

1. We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
2. We have furnished all information and details necessary for EOI and have no further pertinent information to supply.
3. We also agree that SBFP, Gangtok, or their authorized representatives can approach individuals, employers and organisation, to verify our competence and general reputation.
4. We submit certificates in support of our suitability, technical know-how and capability for having successfully completed similar projects in the past.
5. We accept to abide by the terms and conditions of the competition.
6. We give consent for public exhibition and publication, in case we are short-listed in 5 best entries, and shall not claim any royalty from SBFP, Gangtok in this regard.

Thank you.

Yours sincerely

*Seal of the Organisation*

*Signature of Authorized Representative  
of the Indian Organisation*