

Expression of Interest (EOI)

Empanelment of Architectural Consultants firms for
Comprehensive Integrated Consultancy Services for
Government/ Public Projects to be taken up by GoAP.
through APSAB

Location: Vijayawada
Month: July 2022



Issued by
Andhra Pradesh State Architectural Board (APSAB)
Government of Andhra Pradesh

Disclaimer

This Expression of Interest (EOI) document for “Empanelment of Architectural firms/Consultants for upcoming public/government projects of Government of Andhra Pradesh (GoAP)” contains brief information about the scope of the work and selection process for the Successful Applicant (or “Applicants”). The purpose of the EOI document is to provide the applicants with information to assist in the formulation of their proposal (“the Proposals”). While all efforts have been made to ensure the accuracy of information contained in this document, this document does not purport to contain all the information required by the Applicant. The Applicant should conduct their independent assessment, investigations and analysis and should check the reliability, accuracy and completeness of the information at their end and obtain independent advice from relevant sources as required before submission of their proposals.

Andhra Pradesh State Architectural Board (APSAB), its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restriction or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from, to be incurred or suffered on account of anything contained in this document or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the ToR and any assessment, assumption, statement or information contained therein or deemed to form part of this EOI or arising in any way in this selection process. APSAB reserves the right to accept or reject any or all applications without giving any reasons thereof. APSAB will not entertain or be liable for any claim for costs and expenses with the preparation of the entries to be submitted in accordance with the conditions listed in this EOI.

Table of Contents

Section I - General Information	1
1.1 Background	1
1.2 Salient Information	1
Section II - Terms of Reference	2
2.1 Empanelment Categories	2
2.2 Scope of Work	2
Section III - Instruction to Applicants	6
3.1 General	6
3.2 Preparation and Submission of Proposals	7
3.3 Proposals Opening	8
Section IV - Financial & Technical Evaluation Criteria	11
Annexures	19
Annexure-I Cover Letter	19
Annexure-II List of Executed Projects/Assignments	20
Annexure-III Applicant financial Data	21
Annexure-IV Format for Technical Proposal Submission	22
Annexure-V Format of power of attorney for authorized signatory	26
Annexure-VI Format of Undertaking, To Be Furnished on Company Letter Head with Regard to Blacklisting/Non-Debarment, By Organization	27

Section I - General Information

1.1 Background

Andhra Pradesh State Architectural Board (hereinafter referred to as “APSAB” or “Authority”) is the nodal agency responsible for the development and administration of public buildings in Andhra Pradesh. APSAB invites Architectural firms / Consultants for rendering architectural services for public / government projects of GoAP. APSAB will empanel Architects / Architectural firms / Consultants on the basis of evaluation criteria mentioned in the EOI document.

During the tenure of empanelment, based on the requirement of architectural services for any project, a project brief shall be issued to the empaneled architects. The empaneled architects would be required to give a presentation of their proposed concept plan for the project before the evaluation committee. The empaneled architects are also required to demonstrate similar work experiences in the presentation. The empaneled architect with the most appropriate conceptual plan based on the brief from Authority for the proposed project shall be deemed as “**Successful Applicant**” for the proposed project. The decision of the evaluation committee as constituted by APSAB shall be final in regards to the conceptual plan presented in the technical presentation. Copies (Hard/soft) of the conceptual plan shall be submitted to APSAB after the technical presentation for evaluation purposes. The successful applicants shall provide the services as mentioned in the Terms of Reference (Section – II).

1.2 Salient Information

Key stages in the empanelment process are as below:

Key Dates	
EOI - date of upload	25-07-2022, 4:00 PM
Start date of submission	25-07-2022
End date of submission (Proposal Due Date)	08-08-2022, 4:00 PM
Opening of Proposals	10-08-2022, 11:00 AM
Last date for Clarifications / queries The Deputy State Architect (R&B Dept), OSD of Andhra Pradesh State Architectural Board (APSAB), Room No.529, R&B HOD Building, MG Road, Vijayawada-520010. Phone: 08662469916, Email Id: apsab2021@gmail.com	01-08-2022, 4:00 PM
APSAB response to the queries latest by	03-08-2022

Note: Any proposals received after prescribed time shall summarily be rejected. APSAB shall not hold any responsibility for any delay in submission of the proposals. And all the proposals shall be submitted by registered post/ by person in working days.

Section II - Terms of Reference

2.1 Empanelment Categories

The Architects / Architectural firms / Consultants shall be empaneled under two broad categories based on the area of building types as mentioned below:

Category A: Area < 50,000 Sq.ft (< 4700 Sq.m)

Buildings less than 50,000 sq. ft come under category A and all other buildings other than these buildings fall under category B.

Category B: Area > 50,000 Sq.ft (> 4700 Sq.m)

Buildings greater than 50,000 sq.ft come under the Category B buildings.
(Special categories such as Heritage **, Stadiums, Museums etc.,)

*** For Heritage Projects the criteria for areas may exempted; Any type of expertise in the heritage projects can be submitted along with the team experience. The evaluation and selection process will be based on APSAB's decision.*

Note: Architectural Consultant may apply for empanelment for more than one category depending upon the nature of work done by the Architectural consultant as mentioned in Form IV: Technical Capacity.

2.2 Scope of Work

Note: This is only the board scope of work, A detailed scope and schedule of works along with submissions and payments will be specified in the RFP/Tender Documents stage post empanelment of Architects/Consultants.

Category A: Area < 50,000 Sq. ft

The Architectural Consultant is required to provide comprehensive architectural services in respect of the following:

Part I – Architecture:

- Taking Authority's instructions and preparation of design brief and overall cost estimation of the specific project.
- Site evaluation, analysis and impact of existing and / or proposed development on its immediate environment.
- Design and site development.
- Structural design.

- Sanitary, plumbing, drainage, water supply and sewerage design.
- Electrical, Electronic, Communication systems and design.
- Heating, Ventilation and Air conditioning design (HVAC) and other Mechanical systems.
- Elevators, Escalators, etc.
- Fire detection, Fire protection and security systems etc.
- Periodic inspection and evaluation of construction works.

Part II - Allied Fields:

- Landscape Architecture
- Interior Architecture / Design including partition, cabinet, storage spaces, cupboards and workstations.
- Quantity Surveying Services
- Graphic Design and Signages
- Sustainable practices

Category B: Area > 50,000 Sq.ft

Part I – Architecture:

- Taking Authority's instructions and preparation of design brief and overall cost estimation of the specific project.
- Site evaluation, analysis and impact of existing and / or proposed development on its immediate environs.
- Design and site development.
- Structural design.
- Sanitary, plumbing, drainage, water supply and sewerage design.
- Electrical, electronic, communication systems and design.
- Heating, ventilation and air conditioning design (HVAC) and other mechanical systems.
- Elevators, escalators, etc.
- Fire detection, Fire protection and security systems etc.
- Periodic inspection and evaluation of construction works.

Part II - Allied Fields:

- Landscape Architecture
- Interior Architecture/Design including partition, cabinet, storage spaces, cupboards, and workstations.
- Architectural Conservation.
- Quantity Surveying Services.
- Waste management service if required
- Interior design
- Effluent Treatment Plant
- Reverse Osmosis water treatment plant

- Solar water heating system and installation.
- Retrofitting of Buildings
- Graphic Design and Signage
- Sustainable practices
- Other services required, if any

Schedule of Services (Category A & B)

Note: This is only the broad Schedule of Services, A detailed scope and schedule of works along with submissions and payments will be specified in the RFP/Tender Documents stage post empanelment of Architects/Consultants.

The Architect shall, after taking instructions from the Authority, render the following services (But not limited to)

Stages	Details of Services
[Stage 1] Concept Design	<ul style="list-style-type: none"> • Carry out site analysis and furnish a site appraisal report with regard to the potential of the site vis-à-vis activities. • Prepare the detailed survey and soil investigation at the site of the project. • Furnish preliminary scheme for site planning. • Prepare conceptual landscape design with reference to requirements given and prepare a tentative estimate of cost on an area basis. • Submit concept/block model.
[Stage 2] Preliminary Design and Drawings	<ul style="list-style-type: none"> • Modify the conceptual design incorporating required changes and prepare the preliminary drawings, sketches, etc. for the Authority's approval along with a preliminary estimate of cost on an area basis.
[Stage 3] Drawings for Author's/ Statutory Approvals	<ul style="list-style-type: none"> • Prepare drawings necessary for Authority's/ statutory approvals and ensure compliance with codes, standards, and legislation, as applicable and assist the Authority in obtaining the statutory approvals thereof, if required. • Submit preliminary model/3D/Design Model.
[Stage 4] Working Drawings and Tender Documents	<ul style="list-style-type: none"> • Prepare working drawings, specifications and schedule of quantities sufficient to prepare an estimate of cost and tender documents including code of practice covering aspects like mode of measurement, method of payments, quality control procedures on materials & works and other conditions of contract.

<p>[Stage 5] Bid Process Management for Identification of Contractor</p>	<ul style="list-style-type: none"> • Preparation of documents for pre-qualification of Contractors, inviting of RFQs, evaluation of the applications and short-listing agencies for the project. • Preparation of tender documents including specifications and bill of quantities, drawings etc. for calling of tenders & implementation of Project. • The Agency shall assist the Authority in holding pre-tender meetings in a predetermined manner and offer clarifications, if any, sought by the tenderers. The clarifications relating to the TOR shall be drawn up by the Agency and, the same shall be issued to the intending bidders. The clarifications issued shall form a part of the main Contract document for the work. • The Agency shall assist the Authority in executing the contract with the successful tenderers in the format prescribed in the tender document on a stamp paper of the appropriate denomination. <p>Note: Stage 5 is under the discretionary of APSAB.</p>
<p>[Stage 6] Construction Stage Activities</p>	<p><u>Construction & Commissioning:</u></p> <ul style="list-style-type: none"> • Agency shall help the Authority in executing and commissioning the work and in getting the project facility constructed as per approved designs. <p><u>Construction Supervision:</u></p> <ul style="list-style-type: none"> • Agency shall be responsible to visit the site of work and provide periodic visits fortnightly for the first three months and monthly thereafter to clarify any decision or interpretation of the drawings and specifications that may be necessary and to ensure that the project proceeds generally in accordance with the condition of the contract up to satisfaction of the Engineer in charge. Agency shall submit the report along with the observations for each visit. • Engagement of station Architect at the location of the Project.
<p>[Stage 7] Completion</p>	<ul style="list-style-type: none"> • Prepare and submit completion reports and drawings for the project as required and assist the Authority in obtaining a "Completion / Occupancy Certificate" from statutory authorities, wherever required. • Issue hard and soft copies (as required) of as-built drawings including services, structures, and plantation.

Section III - Instruction to Applicants

3.1 General

Number of Proposals and respondents

- No Applicant or its Associate shall submit more than one proposal, in response to this TOR.
- The TOR is not transferable and Proposals shall be submitted only by Applicants to whom the TOR Document has been issued by APSAB.

Proposal preparation cost

- The Applicant shall bear all costs associated with the preparation and submission of the proposal. APSAB will not be responsible and liable for any costs, regardless of the conduct or outcome of the proposal.
- All papers submitted with the Proposal are neither returnable nor claimable.

Right to accept and reject any or all the Proposals

- Notwithstanding anything contained in this TOR, APSAB reserves the right to accept or reject any proposal and to annul the empanelment process and reject all the proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, without assigning any reason.
- APSAB reserves the right to reject any Proposal if:
 - At any time, a material misrepresentation is made or discovered, or
 - Any misinterpretation will be viewed seriously and blacklisted and also reported to CoA.
 - The Applicant does not respond promptly and diligently to requests for supplemental information required for the evaluation of the Proposal
- Rejection of the Proposal by APSAB as aforesaid would lead to the disqualification of the Applicant.

Data Identification and collection

- The Applicant should submit its proposal after verifying the availability of the data, information, and/ or any other matter considered relevant.
- It would be deemed that by submitting the Proposal, the Applicant has:
 - Made a complete and careful examination and accepted the EOI Document in total;
 - Received all relevant information requested from APSAB and;
 - Made a complete and careful examination of the various aspects of the scope of work including but not limited to:
 - Existing data or any relevant information;
 - All other matters that might affect the Applicant's performance under the terms of this EOI Document.

- In case of ambiguity in providing the relevant information, the authority will inspect the office for verification
- APSAB shall not be liable for any mistake or error on the part of the Applicant in respect of the above.

Amendment of TOR

- At any time prior to the Proposal Due Date, the Authority, for any reason, whether at his own initiative or in response to a clarification requested by the eligible Applicant, may modify the EOI document by the issuance of an addendum. The addendum will be sent in writing to all eligible Applicants to whom the revised EOI Document has been supplied.

In order to provide the Applicants a reasonable time to examine the Addendum, or for any other reason, APSAB may, at its own discretion, extend the Proposal Due Date.

3.2 Preparation and Submission of Proposals

Language

- The Proposal and all related correspondence and documents should be written in the English language. Supporting documents and printed literature furnished by the Applicant with the Proposal may be in any other language provided that they are accompanied by appropriate translations of the pertinent passages in the English language. Supporting materials, which are not translated into English, may not be considered. For interpretation and evaluation of the Proposal, the English language translation shall prevail.

Format and Signing of Proposals

- The Applicant needs to submit their technical proposals in the prescribed format (Ref: Annexures).
- The proposals shall be typed or printed and the Applicant shall initial each page. All the alterations, omissions, additions, or any other amendments made to the proposal shall be initiated by the person(s) signing the proposal.
- Applicants would provide all the information as per the EOI Document and in filled formats. APSAB reserves the right to reject any proposal that is not in the specified formats.
- In case the Applicant intends to give additional information for which specified space in the given format is not sufficient, it can be furnished in duly stamped and signed enclosed sheets.

Sealing and marking of proposals

- The technical proposal shall be sealed in one single outer envelope clearly bearing the following identification: "Empanelment of Architectural Consultants firms for Comprehensive Integrated Consultancy Services for Government/ Public Projects to be taken up by GoAP".

- The proposals shall be addressed to (Ref: Annexure-I)
- The envelope shall indicate the name, address, e-mail and contact number of the Applicant.
- If the envelopes are not sealed and marked as instructed above, the Proposal may be deemed to be non-responsive and would be liable for rejection.

Proposal due date

- APSAB, at its sole discretion, may extend the Proposal due date by issuing an Addendum.
- Proposals should be submitted at or before the Proposal due date, to the address provided and form as detailed in this EOI.
- APSAB may, in exceptional circumstances, and for reasons to be recorded in writing, extend the Proposal Due Date, by issuing an Addendum uniformly for all Applicants.

Modifications/ Substitution/ Withdrawal of Proposals

- The Applicant will not be allowed to modify, substitute or withdraw its Proposal once submitted to the APSAB. From the time the Proposals are opened to the time the contract is awarded, if any Applicant wishes to contact the Authority, on any matter related to its proposal it should do so in writing (within specified time from the date of uploading the document). Any effort by the Applicant to influence any officer or bearer of the Authority in the proposal evaluation or contract award decisions may result in the rejection of the Applicant's proposal.

Late Proposals

Any Proposals received by APSAB after the Proposal end date shall not be accepted.

3.3 Proposals Opening

Opening of Proposals

- APSAB would open the Proposals at the date mentioned in the data sheets for the purpose of evaluation.
- APSAB would subsequently examine Proposals in accordance with the criteria set out in this document.

Tests of Responsiveness

- Prior to the evaluation of proposals, APSAB will determine whether each proposal is responsive to the requirements of the TOR. The Proposal shall be considered responsive if:
 - It is received/ deemed to be received by the Proposal due date and time
 - It is signed, sealed, and marked
 - It contains all information required in this Document.
 - Information is provided as per the formats specified in the EOI Document.

- APSAB reserves the right to reject any non-responsive Proposal and no request for alteration, modification, substitution, or withdrawal shall be entertained by APSAB in respect of such Proposals.

Confidentiality

- Information relating to the examination, clarification, evaluation, and recommendation for the Applicants shall not be disclosed to any person not officially concerned with the process.
- After the opening of the Proposals, no information relating to the examination, clarification, evaluation, and comparison of Proposals and recommendations concerning the award of contract shall be disclosed to the Applicants or their representatives, if any. Any effort by an Applicant to exert undue or unfair influence in the process of examination, clarification, evaluation, and comparison of Proposal shall result in outright rejection of the offer, made by the said Applicant.

Clarifications

- Any queries or request for clarification concerning this document shall be submitted by written letter duly signed by the authorized signatory at the address mentioned in the document or through e-mail Id: apsab2021@gmail.com, so as to reach Authority on or before the date as mentioned in the section 1.2 of this document.
- The Authority shall make reasonable endeavor to respond to the questions raised or clarifications sought by the Applicants. However, the Authority reserves the right not to respond to any question or provide any clarification, in its sole discretion, and nothing in this Clause shall be taken or read as compelling or requiring the Authority to respond to any question or to provide any clarification.
- The Authority may also on its own discretion, if deemed necessary, issue interpretations and clarifications to all Applicants by way of a common communication. All clarifications and interpretations issued by the Authority shall be deemed to be part of this document. Any verbal clarifications and information given by Authority or its employees or representatives or consultants shall not in any way or manner be binding on the Authority. Authority reserves its right to retract, change, alter or modify any communications once given by any of its employees and/or consultants.
- Authority will provide adequate information/ support to assist Applicants in the formulation of their application or response to this Proposal document.
- Further, to assist in the process of evaluation of Proposals, Authority may, at its sole discretion, ask any Applicant for clarification on its Proposal. The request for clarification and the response shall be in writing or by e-mail. No change in the substance of the Proposal would be permitted by way of such clarifications.

Proposal Evaluation

- To assist in the examination, evaluation, and comparison of Proposals, APSAB may utilize the services of the advisor(s) and appointed by the APSAB.
- The Submissions of the Applicants would first be checked for responsiveness, all proposals found to be substantially responsive shall be evaluated as per the Technical Criteria mentioned in EOI Document.
- The envelopes containing the Technical Proposal of the Applicants who do not meet the Technical Criteria shall not be considered for further process.
- Proposals of the Applicants qualifying Technical Criteria shall be further evaluated for empanelment. The Applicants meeting minimum technical criteria shall be termed as **Technically Qualified Applicant**.
- Based upon the work experience submitted by the Technically Qualified Applicants, Committee shall empanel the Architectural Consultants under different categories. Applicant may be empaneled under one or more categories based on the work experience submitted.
- The empanelment shall be valid for a minimum of **3 years** from the date of empanelment as specified in the empanelment list.
- This empanelment is open-ended and any consultant who is interested and meets the conditions of the empanelment may submit its proposal on official working days from: **25-07-2022**.
- APSAB would further reserve the right of periodic review & revision of empanelment document as per the future requirement of the Authority.

Section IV - Financial & Technical Evaluation Criteria

Category A: Area < 50,000 sq.ft (< 4700 sq.m)

Buildings less than 50,000 sq.ft come under category A and all other buildings other than these buildings fall under category B.

Sl.no	Evaluation factors	Marks
	Type of Engagement for empanelment-Expression of Interest For determining the eligibility of the Applicants, the following conditions are required to be satisfied.	
A.	Firm experience: 5 years' experience / Pro-rata basis (i) 60% marks for minimum eligibility criteria (ii) 100% marks for twice the minimum eligibility criteria or more In between (i) & (ii) – on pro-rata basis	10
B.	Turn over: Should have an annual financial turnover(gross) of a minimum of 5 lakh. (i) 60% marks for minimum eligibility criteria (ii) 100% marks for twice the minimum eligibility criteria or more In between (i) & (ii) – on pro-rata basis	15
C.	Experience in similar projects: Minimum experience in one project. (i) 60% marks for minimum eligibility criteria (ii) 100% marks for twice the minimum eligibility criteria or more In between (i) & (ii) – on pro-rata basis If more than one project-marks should be given proportionately on pro rata basis (additionally 1 mark for each project) Note: Similar projects refers as Educational, Healthcare, Institutional, Administration, Community and residential buildings	15
D.	Team composition: Size of Architectural team Suitable for the scale of the project is preferred, additional points can be scored for members with more years of experience and the allied services could be on the basis of associates with appropriated MoUs to be enclosed.	15

	<ul style="list-style-type: none"> Team CVs with experience need to be produced. Marking will be based on the diversity of experts Consortiums and Sub consultants are encouraged <p>(Minimum 10 marks for submission of CVs of Architectural firms + 5 marks allied / Engineering services - (Structural Engineer, MEP expert etc.) based on the experience the marks will be allotted accordingly.</p> <p>Please refer: #Team Composition-Considerations: (Category – A)</p>		
E	<p>Design presentation: Methodology of planning and execution of the work and concept of the proposal (To be assessed by the Board of Assessors) *Note-Please refer to *Table Approach to design methodology and planning.</p>	45	
	Approach to design methodology and planning		
	The concept related to the Context		10
	Site Analysis along with Effective utilization of Site		10
	Transition zones between internal environment to external environment/ external environment to internal environment		5
	Strengthening of Architectural concepts along with Bio-Aesthetics		5
	Alternative technologies in design & construction		5
	Green building measures		5
	Innovative material & Construction technology		5
TOTAL		100 marks	

#Team Composition-Considerations: (Category – A)

Sl.no	Field of Specialization	Desired No.	Sub marking	Marks
1	Lead Architect	1	4 (min experience of 10 years)	10
2	Architect	2	4 (2 marks each, min experience of 8 years)	

3	AutoCAD / Revit certified Drafts Man /3D modelling	2	2 (min experience of 5 years)	
Team consortium				
Sl.no	Field of Specialization	Desired No.	Sub marking	
a)	Surveyor	1	1 (min experience of 5 years)	5
b)	Structural Engineer*	1	1 (min experience of 5 years)	
c)	Fire fighting	1	1 (min experience of 5 years)	
d)	MEP experts	2	1 (min experience of 5 years)	
e)	Landscape/ Horticulture	1	1 (min experience of 5 years)	
	Total			15

Note: Depending upon the project any changes in the Consortium team will be notified in the RFP report.

***Table-Approach to design methodology and planning.**

	Approach to design methodology and planning	Sub marks	Marks
	1. Concept related to the Context		10
E	2. Site Analysis along with Effective utilization of Site		
	• Topography	1	
	• Climate	1	
	• Linkages-connecting road	1	
	• Building Bye Laws (BBLs) and Development Control Regulations (DCRs)	1	

<ul style="list-style-type: none"> • Conservation areas-water bodies/landforms/vegetation 	1	10
<ul style="list-style-type: none"> • Local services connectivity-electricity, sewerage, and sewage, waste disposal system 	1	
<ul style="list-style-type: none"> • Site soil particulates 	1	
<ul style="list-style-type: none"> • Existing structures 	1	
<ul style="list-style-type: none"> • Nearby land uses and buildings 	1	
<ul style="list-style-type: none"> • Traffic generating points 	1	
<ul style="list-style-type: none"> • Sonic conditions 	1	
3. Transition zones between internal to external/ external to internal		5
4. Strengthening of Architectural concepts along with Bio Aesthetics		5
5. Alternative technologies in design & construction		5
6. Green building measures		5
<ul style="list-style-type: none"> • Energy efficiency 	1	
<ul style="list-style-type: none"> • Water conservation 	1	
<ul style="list-style-type: none"> • Indoor Environmental Quality 	1	
<ul style="list-style-type: none"> • Innovation and development 	1	
<ul style="list-style-type: none"> • Building Materials and Resources 	1	
7. Innovative material & Construction technology		5
TOTAL		45 marks

Category B: Area > 50,000 sq.ft (> 4700 Sq.m)

Buildings greater than 50,000 sq.ft come under the Category B buildings.
(Special categories such as Heritage **, Stadiums, Museums etc.,)

*** For Heritage Projects these Areas & Turnover won't be applicable; Any type of experience in the heritage projects can be submitted along with the team experience. The selection process will be as per the APSAB.*

Sl. no	Evaluation factors	Institutional	Health	Special categories (Heritage, Stadium, Museums, etc.,) **	Marks
	Type of Engagement for empanelment-Expression of Interest For determining the eligibility of the Applicants, the following conditions are required to be satisfied.				
A.	Firm experience: 10 years experience / Pro-rata basis (i) 60% marks for minimum eligibility criteria (ii) 100% marks for twice the minimum eligibility criteria or more In between (i) & (ii) – on a pro-rata basis				10
B.	Turn over (50 lac-5 marks 75 lac-5+2.5 1cr & and above-10)	Minimum 50 Lakhs	Minimum 50 Lakhs	Minimum 50 Lakhs	10
C.	Experience in similar projects: Minimum experience in one project. (i) 60% marks for minimum eligibility criteria (ii) 100% marks for twice the minimum eligibility criteria or more In between (i) & (ii) – on a pro-rata basis	Minimum 2 completed projects more than 50000 sq.ft	Minimum 2 completed projects more than 50000 sq.ft	Minimum 2 completed projects more than 50000 sq.ft	10

	I. Above 50000 sq.ft-2 projects ii. Less than 50000 sq.ft- Min 30000 sq. ft - 4 projects (1 project more than 50000 sq.ft)				
D.	Team composition (Break up shown in the team composition table below #)	Based on the diversity of experts in the team			20
	Design presentation: Methodology of planning and execution of the work and concept of the proposal (To be assessed by the board of Assessors)	Methodology of planning and execution of the previous works *Note-Please refer to # Approach to design methodology and planning table.			
E	Approach to design methodology and planning				45
	The concept related to the Context			10	
	Site Analysis along with Effective utilization of Site			10	
	Transition zones between internal environment to external environment/ external environment to internal environment			5	
	Strengthening of Architectural concepts along with Bio-Aesthetics			5	
	Alternative technologies in design & construction			5	
	Green building measures			5	
	Innovative material & Construction technology& Awards (Any recognizable awards)			5	
F	Experience in sustainable practices	Minimum 1 project	Minimum 1 project	Minimum 1 project	5
	Total-				100 marks

#Team Composition-Considerations: (Category – B)

sl. no	Field of Specialization	Desired No.	Sub marking	Marks
1	Lead Architect	1	4(min experience of 10 years)	20
2	Architect	4	4(1 mark each, min experience of 8 years)	
3	Structural Engineer*	1	4(min experience of 10 years)	
4	Electrical Engineer	1	2(min experience of 5 years)	
5	Fire Fighting	1	1(min experience of 5 years)	
6	Water Supply and Sanitary Expert	1	1(min experience of 5 years)	
7	Project specialist consultant	1	1(min experience of 5 years)	
8	Landscape/ Horticulture	1	1(min experience of 5 years)	
9	Green Building Consultant	1	1(min experience of 5 years)	
10	AutoCAD / Revit certified Drafts Man /3D modelling	3	1(min experience of 5 years)	
Total		15 members	20 marks	

***Table-Approach to design methodology and planning.**

	Approach to design methodology and planning	Sub marks	Marks
E	1. Concept related to the Context		10
	2. Site Analysis along with Effective utilization of Site		
	• Topography	1	
	• Climate	1	

• Linkages-connecting road	1	10
• Building Bye Laws (BBLs) and Development Control Regulations (DCRs)	1	
• Conservation areas-water bodies/landforms/vegetation	1	
• Local services connectivity-electricity, sewerage, and sewage, waste disposal system	1	
• Site soil particulates	1	
• Existing structures	1	
• Nearby land uses and buildings	1	
• Traffic generating points	1	
• Sonic conditions	1	
3. Transition zones between internal environment to external environment / external environment to internal environment		5
4. Strengthening of Architectural concepts along with Bio-Aesthetics		5
5. Alternative technologies in design & construction		5
6. Green building measures		5
• Energy efficiency	1	
• Water conservation	1	
• Indoor Environmental Quality	1	
• Innovation and development	1	
• Building Materials and Resources	1	
7. Innovative material & Construction technology		5
TOTAL		45 marks

Annexures

This part of the document provides Pro-forma for providing the information. The authorized signatory of the Applicants must sign each page of the Proposal to be submitted to APSAB.

Annexure-I Cover Letter

Covering Letter

Dated.....

To

The Deputy State Architect (R&B Dept),
OSD of Andhra Pradesh State Architectural Board (APSAB),
Room No.529, R&B HOD Building,
MG Road, Vijayawada-520010.

Subject: Empanelment of Architectural firms/ Consultants for Comprehensive integrated consultancy services for Government/ Public Projects to be taken up by GoAP through APSAB –Reg.

Sir,

With reference to the advertisement by Andhra Pradesh State Architectural Board (APSAB) dated _____ Regarding Comprehensive integrated consultancy services for Government/ Public Projects to be taken up by GoAP in Andhra Pradesh State, please find enclosed our proposal for consideration. We are keen to work with APSAB as Architectural Consultants as per the scope of the work given in the Expression of Interest (Eoi) document.

Yours faithfully,

Signature of the Authorized Person: _____

Name of the Signatory: _____

Title of the Signatory: _____

Name of the Firm: _____

Address: _____

Annexure-II List of Executed Projects/Assignments

List of Executed Projects /Assignments

S.no	Name of the Firm	Project Name	Built-up area of the project	Client name and project location	Type of client (Govt/private)	Brief of the project in a few sentences	A time period of the project	Status (completed/ongoing)	The contract value of the project (in INR)

**The claimed experience shall be supported by work orders/agreements/project completion certificates/any other related documents issued by the clients towards documentary evidence*

Annexure-III Applicant financial Data

Applicant Financial Data

Applicant Name	Type (Company/ Partnership Firm/LLP / Sole Proprietorship Firm)	Annual Turnover					
		2021-22	2020 -21	2019 -20	2018 -19	2017 -18	Average

Note: The Applicant shall submit Audited Annual Accounts in support of the financial data

* In case ITR for 2021-22 not yet filed, balance sheet duly certified by Chartered Accountant shall be accepted. Otherwise details for 2016 -17 can be given instead of 2021-22.

Signature of the Authorized Person: _____

Name of the Signatory: _____

Title/Designation of the Signatory: _____

Name of the Firm: _____

Address: _____

Annexure-IV Format for Technical Proposal Submission

Format for Technical Proposal Submission

1. Organization

(Provide here a brief description of the background and organization of your firm/institution/ entity and each associate for this assignment/job. The brief description should include ownership details, date and place of incorporation of the agency (attach certificate), objectives of the agency etc. Also, if the agency has formed an association, details of each member of the Association, name of lead members etc. shall be provided)

2. Company Profile

1	Name of the Applicant Firm	
2	Ownership	Company/Partnership/LLP/Proprietary
3	Type of Organization	Company/Partnership/LLP/Proprietary
4	(i) PAN Number (ii) GST Registration No. <i>Copy to be enclosed</i>	
5	COA Registration Number & Year of Registration of Chief Architect, in case of Architectural Firms (if available)	
6	Name, Designation & Contact Details of Key Management Person(s)	
7	Date & Year of Establishment of Firm	
8	Number of years of experience in Consultancy Services	
9	Number of Permanent Employees (As on EoI submission date)	
10	Number of Non –Permanent employees (As on EoI submission date)	

11	Areas of Consultancy	
12	Core Competency	
13	Any other important information	

3. Geographic Presence

Provide geographical spread of your firm / entity

4. Approach & methodology followed for earlier projects:

5. Project Experience Format

(Please submit separate table for each project)

Assignment Name:	Approx. value of the contract (in INR Crores):
Country: Location within Country:	Duration of the Assignment (Months):
Name of Client:	No. of Staff Months of the Assignments:
Address:	Approx. Value of Services provided by the Consultant under the contract: (in INR Crores):
Start Date (Month / Year):	Completion Date (Month / Year):
Name of associate Consultant (if any):	Name of Key professional staff of the Consultant involved:

Narrative Description of Project:

Description of Actual Services Provided by your Company:
--

Add more rows as per requirement and attach supporting documents to be submitted as evidence of the claim: Work order, Completion Certificate of the projects etc.

6. In-house key professional Staff of the lead firm

(This table and supporting documents (CVs) will be considered for Minimum eligibility checking and technical scoring)

Table A

Summary of Key Professionals

Details of Key Personnel As per the required criteria	Name and Designation	No of years of Experience	Educational/ Professional Qualifications	Number of Years with Present Employer	Areas of Specialization

Personal from Sub - consultant's organization	Name and Designation	No of years of Experience	Educational/ Professional Qualifications	Number of Years with Present Employer	Areas of Specialization

Signature of the Authorized Person: _____,

Name of the Signatory: _____,

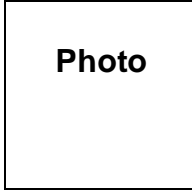
Title / Designation of the Signature: _____,

Name of the Firm: _____,

Address: _____

7. Format Of Curriculum Vitae (CVs) For Proposed Key Team Personal

1. Proposed Position: _____
2. Name of the Personal: _____
3. Date of Birth: _____ (Please Furnish proof of age)
4. Nationality: _____
5. Education Qualifications:
(Summarize college/university and other specialized education of staff members, giving names of college, dates attended and degrees obtained.) **(Please furnish proof of qualification.)**
6. Membership of Professional Societies: _____
7. Employment Record:
(Starting with present position, list in reversed order, every employment held. List all positions held by staff members since graduation, giving dates, names of employing organization, the title of positions held and locations of assignments. Experience period of specific assignment must be clearly mentioned, also give client references, where appropriate).
8. Summary of experience
 - I. Total experience in the field proposed to be assigned: _____ Yrs.
 - II. Responsibilities held during the experience period as per _____
9. Permanent Employment with the firm (Yes / No)
If Yes, how many Years : _____
If No, what is the employment : _____
Arrangement with the firm? : _____
Details of the current assignment and the time duration for which services are required for the current assignment.



Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this bio data correctly described myself, my qualifications and my experience.

Signature of the Person: _____

Place: _____

Date: _____

Signature of the Authorized Representative of the firm

Place: _____

Date: _____

Note: Each page of the CV shall be signed in ink by both the staff member and the Authorized Representative of the firm. Photocopies will not be considered for evaluation

Annexure-V Format of power of attorney for authorized signatory

(On Non-Judicial Stamp Paper of INR 100 duly attested by a notary public)

POWER OF ATTORNEY FOR AUTHORIZED SIGNATORY

Know all men by these presents, we (name and address of the registered office) do hereby constitute, appoint and authorize Mr./Ms.(name and address of residence) 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 application to APSAB for _____(insert the Consultancy category name), including signing and submission of all documents and providing information/ responses to APSAB in all matters before APSAB, and generally dealing with in all matters in connection with the said proposal. We hereby agree to ratify all such acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all such acts, deeds and things are lawfully done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Executants' Signature
(Name, Title and Address)

I Accept

Attorney Signature
(Name, Title and Address of the Attorney)
Attested Executants

Notes:

- *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 executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*
- *Also, where required, the executants(s) should submit for verification the extract of the charter documents and documents such as a resolution / power of attorney in favor of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the firm.*
- *In case the Proposal is signed by an authorized Director of the applicant, a certified copy of the appropriate resolution / document conveying such authority may be enclosed in lieu of the Power of Attorney.*

Annexure-VI Format of Undertaking, To Be Furnished on Company Letter Head with Regard to Blacklisting/Non-Debarment, By Organization

UNDERTAKING REGARDING BLACKLISTING/NON-DEBARMENT

To,
The Deputy State Architect (R&B Dept),
OSD of Andhra Pradesh State Architectural Board (APSAB),
Room No.529, R&B HOD Building,
MG Road, Vijayawada-520010.

We hereby confirm and declare that we, M/s----- is not blacklisted/ De-registered/ debarred by any Government department/Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/Undertaken the works/Services and also the Organization's office bearers have not have been convicted of any criminal offenses.

For
Authorized:
Signatory Date: