

# Andhra Pradesh State Architectural Board

Government of Andhra Pradesh

## Request for Proposal (RFP)

### Comprehensive Design Services for Construction of Integrated Collectorate Complexes in 13 Districts of Andhra Pradesh for Four Packages

(October 2022)

Memo. No TRB02-BLDG0ARCH(MISC)/9/2022-DYSA dt 11.10.2022



Issued by

**Andhra Pradesh State Architectural Board (APSAB)**

Room No.529, R&B HOD Building,

MG Road, Labbipet, Vijayawada-520010.

Phone: 08662469916, Email Id: [apsab2021@gmail.com](mailto:apsab2021@gmail.com)

## **Disclaimer**

The information contained in this RFP document (the "RFP") or any information provided subsequently to Bidder(s) whether verbally or in documentary form by or on behalf of the APSAB, is provided to the Bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

This RFP is neither an agreement nor an offer and is only an invitation by APSAB to the Empanelled Architects for submission of bids. The purpose of this RFP is to provide the Bidder(s) with information to assist the formulation of their proposals. This RFP does not claim to contain all the information each bidder may require. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP and obtain independent advice, wherever necessary. APSAB makes no representation or warranty and shall incur no liability under any statute, rules or regulations as to the accuracy, reliability or completeness of this RFP.

APSAB reserves the right of discretion to change, modify, add or alter any or all of the provisions of this RFP and/or the bidding process at any stage of the process of bidding/ RFP, without assigning any reasons whatsoever. Such change will be sent to respective E-mail IDs of empanelled members and it will become part and parcel of RFP.

APSAB reserves the right to reject any or all the RFPs received in response to this RFP document at any stage without assigning any reason whatsoever and without being liable for any loss/injury that Bidder might suffer due to such reason. The decision of APSAB shall be final, conclusive and binding on all the parties directly or indirectly connected with the bidding process.

Information provided in this RFP is on a wide range of matters. APSAB does not own any responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. Further, APSAB also does not accept liability of any nature whether resulting from negligence or otherwise whatsoever arising from reliance of any Bidder upon the statements contained in this RFP.

# Table of Contents

<b>Section 1 - RFP Packages</b>	<b>4</b>
<b>Section 2 - Letter of Invitation</b>	<b>5</b>
<b>Section 3 - Introduction</b>	<b>7</b>
Project background	7
Brief Description of Bidding Process	7
Schedule of Tender Process	8
Address for Communication	9
<b>Section 4 - Instruction to Applicants</b>	<b>10</b>
General	10
Terms of bidding	10
Preparation and Submission of Proposals	11
Proposals Opening	13
<b>Section 5 - Terms of Reference</b>	<b>15</b>
Scope of Work	15
Stage 1 - Concept Design	15
Stage 2 - Preliminary Design and Drawings	15
Stage 3 - Drawings for Author's/ Statutory Approvals	15
Stage 4 - Working Drawings and Tender Documents	16
Stage 5 - Bid Process Management for Identification of Contractor	16
Stage 6 - Construction Stage Activities	17
Stage 7 - Completion	17
Deliverables and Timelines	17
Payment of Remuneration	18
Performance Security	20
Refund/Adjustment of Bid Security Deposit	21
<b>Section 6 - Preparation, Submission and Evaluation of proposals</b>	<b>22</b>
General	22
Preparation and Submission of Proposals	22
Submissions in Technical Proposal (Part 1)	22
Structure of Design Presentation (Part 2)	23

Signing of Proposals	28
Criteria for Selection of Empanelled Consultant	28
Opening and Evaluation of Technical Proposal	28
Marks for Technical Evaluation	29
Evaluation of Design Presentation	31
Marks for Design Evaluation	31
<b>Section 7 - Formats for Proposal Submission</b>	<b>33</b>
Annexure 1 - Format for checklist of Submissions of Proposal	33
Annexure 2 - Format for Covering Letter	34
Annexure 3 - Format for Experience of Similar Works	37
Annexure 4 - Format for Technical Proposal Submission	38
Annexure 5 - Format for Applicant Financial Data	42
Annexure 6 - Format of Power of Attorney for Authorized Signatory	43
Annexure 7 - Format of Undertaking, To Be Furnished on Company Letter Head with Regard to Blacklisting/Non-Debarment, By Organization	44
Annexure 8 - Agreement	45
Annexure 9 - Bank Guarantee for Performance Security	49

# Section 1 - RFP Packages

The Andhra Pradesh State Government is mulling the idea of setting up Integrated Collectorate Complexes (ICCs) in the new districts formed. In this regard the 13 District centers were divided into four packages, based upon their climatics aspects as mentioned below:

Package	District Centres	Area	Geography
Package - I	Manyam	Approximately 15 Acres	High Altitude Areas, characterized by high rainfall and they experience a cool climate.
	Alluri Seetaramaraju	Approximately 15 Acres	
	Anakapalli	Approximately 15 Acres	Partially at High Altitude and partially in Coastal region, characterized by warm and humid climate
Package - II	Dr. BR Ambedkar Konaseema	Approximately 15 Acres	Delta and Coastal region, characterized by warm and humid climate
	Bhimavaram	Approximately 15 Acres	
	Rajamahendravaram	Approximately 15 Acres	Delta region
Package - III	NTR District	Approximately 15 Acres	Plain region
	Palnadu	Approximately 15 Acres	Plain region
	Bapatla	Approximately 15 Acres	Plain and Coastal region, characterized by warm and humid climate
Package - IV	Sri Balaji	Approximately 15 Acres	Characterized by warm and humid climate
	Annamayya	Approximately 15 Acres	
	Sri Satya Sai	Approximately 15 Acres	
	Nandyal	Approximately 15 Acres	

## Section 2 - Letter of Invitation

To

Whomsoever it is communicated by the authorisee on behalf of APSAB

Dear all members,

Andhra Pradesh State Architectural Board (APSAB) intends to select a Consultant ("hereinafter referred to as the "Consultant") for "Comprehensive Design Services for Construction of Integrated Collectorate Complexes in 13 Districts of Andhra Pradesh for Package I /II /III /IV."

1. The RFP is sent to all such empanelled architectural firms/consultants with the Client (APSAB) for providing consultancy services for Architectural Works. Details of the services required and the details of the site are provided in the Terms of Reference (TOR) of this Request for Proposal (RFP).
2. Proposal submissions must be received no later than the due date specified in the "Schedule of Tender Process" in the manner specified in the RFP document at the address given below clearly mentioning the name of the assignment.

"Comprehensive Design Services for Construction of Integrated Collectorate Complexes in 13 Districts of Andhra Pradesh for Package I /II /III /IV"

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, Labbipet, Vijayawada-520010.  
Phone: 08662469916,  
Email Id: apsab2021@gmail.com

3. The following RFP has following sections:
  - Section 1 - RFP Packages
  - Section 2- Letter of Invitation
  - Section 3 - Introduction
  - Section 4 - Instructions to Applicants
  - Section 5 - Terms of Reference
  - Section 6 - Preparation, Submission and Evaluation of Proposals
  - Section 7 - Formats for Proposals Submission (Annexures)
4. The Consultant for providing its services for the said assignment will be selected on the basis of Technical proposal and Design Competition as described in this RFP.
5. The APSAB shall not be responsible for any costs or expenses incurred by the applicant in connection with the preparation and delivery of Proposals, including costs and expenses related to visit to the site. The APSAB reserves

the rights to cancel, terminate, change or modify this procurement / Tender Process and /or requirements of proposal stated in the RFP, without assigning any reason or providing any notice and without accepting any liability for the same.

6. The Proposal shall be valid for a period of not less than 60 days from the Due date for Receipt of Proposal. In exceptional circumstances, prior to the expiry of the original proposal validity period, the client may request the applicants to extend the period of validity for a specified additional period. The request for the extension shall be made in writing. However, applicants will not be permitted to modify their submitted proposals.

Dated: 14-10-2022

Yours sincerely,

**The Deputy State Architect (R&B Dept),  
Member & OSD of Andhra Pradesh State Architectural Board (APSAB)**

# **Section 3 - Introduction**

## **Project background**

The Andhra Pradesh state government is mulling the idea of setting up Integrated Collectorate Complexes (ICCs) in the new districts formed. The government is currently planning to set up these Integrated Collectorate Complexes in 13 new district centers, excluding the old 13 district centers.

The idea of having an Integrated Collectorate complexes is not just the collector offices but also offices of the superintendent of police and all district level government offices under one roof making it easier for the public to avail all government services similar to the village and ward secretariat system where the entire village administration system is centralized. The Idea is to ensure that people do not need to run from one office to another to get their work done as all government offices would be located in the same complex and also reduce the need for acquiring land and construction costs for new buildings.

The concept of Integrated Collectorate Complexes has already been implemented in the new districts formed in Telangana and similar ones in other States including Andhra Pradesh. Authorities have studied the concept and have come to an understanding of how to set them up according to the requirements of Andhra Pradesh state.

Collectorates, Collector's bungalows and SP offices were established during the British period as per the requirements then. Now with the formation of the new districts, there would be a need for more land for separate offices to be set up in the new districts. With the high cost of construction and land availability in district centers at present, the need to have all the offices set up in one place would reduce the issue of procuring more land which would cost a lot.

## **Brief Description of Bidding Process**

The bidder may participate in one or more packages by choosing one center from the chosen package (Package I/II/III/IV). The winners will be assigned to every center in that package.

The technical and design bid process will be followed for this RFP. In this system, the bidder shall submit his/her offer in two parts viz. Technical Bid and Design Concept along with presentation. The technical bid shall be prepared and shall be submitted via hard copy in a sealed envelope at APSAB office only. Online submission of bid shall not be entertained and the bid shall be summarily rejected.

Technical bid envelopes will be opened and its supporting documents will be evaluated for Minimum Eligibility Criteria as per this RFP. Only those Proposals meeting the minimum eligibility criteria in technical evaluation will be called for Design Competition. For the Design Competition, the bidders would be required to give a presentation of their proposed concept plan for the project (as mentioned in Section 6) before the evaluation committee as constituted by APSAB.



The decision of the evaluation committee shall be final in regards to the conceptual plans presented in the Design Competition. Copies (Hard/soft) of the presentation/conceptual plans/ walkthrough shall be submitted to APSAB after the Design Competition presentation for evaluation purposes.

The submission of proposals for more than one package must be done so in distinct envelopes and design presentations.

## Schedule of Tender Process

The below schedule is tentative. APSAB reserves the right to modify the said schedule of Selection Process at any time during the Selection Process at its sole discretion without assigning any reason or being liable for the same in any manner whatsoever. The following is the schedule:

<b>Event Description</b>	<b>Scheduled Date</b>
RFP Issue / Start Date	14-10-2022
Due date for Receipt of Technical Proposal (Proposal Submission Date)	18-10-2022
Date and Time of Opening of Technical Proposal	20-10-2022
Issue of eligible applicants for Design Competition	Will be intimated to the qualified applicants 20-10-2022
Webinar for explaining the salient feature	21-10-2022
Design Competition Presentation by applicant before committee as constituted by APSAB	10-11-2022
Winner Applicant Announcement	As and when decided by the committee
*Bid Security deposit (Refundable)	Rs. 1,00,000 (Rupees Twenty-Five Thousand only) in the form of demand draft drawn in favor of the Deputy State Architect, R & B department payable at Vijayawada and drawn on any scheduled bank.
*Letter of Award (LOA)	Within 7 days of bid due date
*Submission of Performance Security by the successful bidder	Within 5 days from date of LOA
*Signing of Contract Agreement	Within 3 days from the date of submission of Performance Security.
*Proposal Validity period	60 days from the letter of Award

\* The above criteria is only for finalized candidates.

Any addendum / corrigendum in the RFP document shall be intimated to all the applicants / Bidders through E-mail.

## **Address for Communication**

The Deputy State Architect (R&B Dept),  
OSD of Andhra Pradesh State Architectural Board (APSAB),  
Room No.529, R&B HOD Building,  
MG Road, Labbipet, Vijayawada-520010.  
Phone: 7207405945, 08662469916,  
Email Id: [apsab2021@gmail.com](mailto:apsab2021@gmail.com)

# Section 4 - Instruction to Applicants

## General

- The APSAB has adopted The technical and design bid process (hereinafter referred to as the "Selection Process/ Tender Process") for selection of a Consultant, for award of the Assignment. The Proposal submission is envisaged in two parts - Technical Bid and Design Concept. The Applicants may submit their Proposals in response to this RFP, in accordance with the provisions of this RFP ("Applicants"). The Technical Proposals to be submitted by Applicants shall comprise of technical documents and other requisite documents/clarifications as per the terms of this RFP. The Design Competition of only those Applicants whose Technical Proposal qualify the evaluation process, as per terms hereof, shall be called for selecting the Consultant.
- Applicants are encouraged to inform themselves fully about the assignment before submitting the Proposal.
- Broad description of the objectives, scope of services, Deliverables, and other requirements relating to this Consultancy are specified in this RFP. In case an applicant possesses the requisite experience and capabilities required for undertaking the Consultancy, it is invited to participate in the Selection Process individually (the "Sole Firm") and no consortium is allowed.
- Any entity which has been barred by any agency of the Central Government, any State Government, any Statutory Authority or any public sector undertaking, as the case may be, from participating in any project, and the bar subsists as on the date of the Proposal, would not be eligible to submit a Proposal either by itself or through its Associate.
- The APSAB shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection Process, including any error or mistake therein or in any information or data given by the APSAB.

## Terms of bidding

### 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 RFP 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 RFP 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 RFP document by the issuance of an addendum. The addendum will be sent in writing to all eligible Applicants to whom the revised RFP 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.
- The above changes & amendments, if any, will be notified to only those applicants applied for the assignment.

## **Preparation and Submission of Proposals**

#### **Format and Signing of Proposals:**

- The Applicant needs to submit their technical proposals and design presentation in the prescribed format (Ref: Section 6 and 7).
- 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 RFP 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.

**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.

**Sealing and marking of proposals:**

- The technical proposal shall be sealed in one single outer envelope clearly bearing the following identification: “Design of Integrated collectorate complex.
- The proposals shall be addressed to (Ref: Section 1)
- 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 RFP.
- 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.

# 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 RFP 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.

## Queries and 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](mailto:apsab2021@gmail.com). Clarifications for all such queries received within the date specified would be provided by the APSAB at least three working days before the due date and time of tender submission date.
- The Authority shall make reasonable endeavors 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) 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 the RFP Document.
- The envelopes containing the Technical Proposal of the Applicants who do not meet the Technical Criteria shall not be considered for further process.
- APSAB would further reserve the right of periodic review & revision of empanelment documents as per the future requirement of the Authority.

### **Liable for Disqualification**

The Proposal of an applicant shall be liable for disqualification in the following:

- If the applicant refuses to accept the correction of errors in its proposal, (or)
- At any time, a misrepresentation is made or uncovered, (or)
- The Applicant does not provide, within the time specified by the Client, the supplemental information sought by the Client for evaluation of the Proposal or does not respond to any queries raised by the Client, (or)
- If the applicant submits a conditional Proposal which would unfairly affect the competitive provision of other applicants who submitted a substantially responsive proposal and/or is not accepted by the Client.

# Section 5 - Terms of Reference

## Scope of Work

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

### Stage 1 - Concept Design

- A. To carry out the general site assessment, analyse and carry out the site visits as and when required. The survey drawings carried out by the consultant for the sites for the mentioned project shall be shared to the APSAB in soft and hard copies.
- B. Prepare the detailed survey and soil investigation at the project site.
- C. Conduct location analysis of site with respect to its surrounding developments/uses, existing as well as proposed, connectivity and ease of access, circulation aspects, peripheral and on-site infrastructures status.
- D. The Consultant shall carry out studies required for evaluating best use options and assess suitability and feasibility of various developmental alternatives for the Integrated Collectorate Complex
- E. Furnish a site appraisal report with regard to the potential of the site vis-à-vis activities.
- F. The best use options shall bring unique identity to the project in terms of design and function
- G. Furnish preliminary scheme for site planning.
- H. Prepare conceptual landscape design with reference to requirements given and prepare a tentative estimate of cost on an area basis.
- I. Submit concept/block model/Walk through.
- J. Any other surveys as required shall be carried out by the consultant.

### Stage 2 - Preliminary Design and Drawings

- A. Modify the conceptual design incorporating required changes and prepare the preliminary plan/drawings, sketches, etc. for the Authority's approval.
- B. The designs/drawing shall include:
  - a. Site plan/ Land use drawings
  - b. Layouts/ floor plans
  - c. Elevations
  - d. Sections
- C. Prepare preliminary estimate of cost for plan/design on an area basis.
- D. The design/s shall be finalized in consultation with APSAB.
- E. Upon prior notice, at all times, the consultant shall be available to discuss with /make presentations to APSAB.

### Stage 3 - Drawings for Author's/ Statutory Approvals

- A. 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.



- B. The designs/drawing shall include:
  - a. Sanitary, plumbing, drainage, water supply and sewerage design.
  - b. Electrical, electronic, communication systems and design.
  - c. Heating, ventilation and air conditioning design (HVAC) and other mechanical systems.
  - d. Elevators, escalators, etc.
  - e. Fire detection, Fire protection and security systems etc.
  - f. Effluent Treatment Plant, Reverse Osmosis water treatment plant, Solar water heating system and installation.
  - g. Sustainable practices
  - h. Landscape Architecture
  - i. Graphic Design and Signage
  - j. Interior Architecture/Design including partition, cabinet, storage spaces, cupboards, and workstations.
- C. Submit preliminary model/3D/Design Model.

#### **Stage 4 - Working Drawings and Tender Documents**

- A. Prepare working drawings, specifications, structural design and schedule of quantities sufficient to prepare an estimate of cost and Tender documents.
- B. To plan, design, prepare detailed BOQs, cost estimates as per SSR and prepare Good for Construction (GFC) drawings for execution of the Integrated Collectorate Complex
- C. The consultant shall prepare detailed technical specifications and other documentation (technical) as necessary for the preparation of tender documents to execute the project.
- D. The preparation of DPR shall duly consider (wherever applicable) elements of local architecture, culture and tradition of concern city/location
- E. Prepare 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.

#### **Stage 5 - Bid Process Management for Identification of Contractor**

- A. Preparation of documents for pre-qualification of Contractors, inviting of RFQs, evaluation of the applications and short-listing agencies for the project.
- B. Preparation of tender documents including specifications and bill of quantities, drawings etc. for calling of tenders & implementation of Project.
- C. 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.
- D. 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.

*Note: Stage 5 is under the discretion of APSAB.*

## Stage 6 - Construction Stage Activities

- A. Construction & Commissioning:
- Agency shall coordinate to the Authority in executing and commissioning the work and in getting the project facility constructed as per approved designs.
- B. Construction Supervision:
- 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 to the APSAB.
  - Engagement of station Architect at the location of the Project.

## Stage 7 - Completion

- A. Prepare and submit detailed reports and drawings for the project as required by the Authority.
- B. These drawings will be checked whether they are as per the given requirements. If they meet the requirements a "Completion / Occupancy Certificate" will be issued by APSAB.
- C. Issue hard and soft copies (as required) of as-built drawings including services(MEP), structures, and landscape.

## Deliverables and Timelines

The Project shall be completed within a period of 60 days from the date of issue of work order. The time schedule including all exercises required for preparation architectural drawing, DPR, RCC design, working drawing etc. shall be recognized from the date of issue of work order and shall be as under:

Sl. No.	Milestones	No. of Copies	Completion/Sub mission time (at the end of)
1	Submission of site appraisal report, preliminary scheme for site planning, conceptual designs, inception report and rough estimate of cost.	5	5 days from start date
2	Submission the required preliminary scheme / architectural drawings and perspective views & draft DPR for the Client's approval along with the preliminary estimate of cost.	5	25 days from start date
3 (a)	On incorporating Client's suggestions and submitting Revised drawings & final DPR for approval from the Client/statutory authorities, if any. Along with preliminary model/3D/Design Model	5	30 days from start date

3 (b)	Preparing and on submission of detail structural design, calculations, structural drawings, MEP drawings and providing technical assistance for clearance of designs to vetting agency/any Government institution engaged by the UT Administration for vetting/ Proof checking verification including adopting modification in design and drawings as suggested	5	40 days from start date
4	Preparing and on submission of detailed estimates as per plan and design (Civil & Electrical and other utility services.) including specification and schedule of quantities, rate analysis etc. to the client department.	5	45 days from start date
5	Invitation, receiving and analyzing tender; advising client on appointment of contractor.	5	50 days from start date
6	Submission working drawings for line out and details required for commencement of work at site.	5	55 days from start date
7	On submitting completion report and drawing for issuance of completion/occupancy certificate by APSAB, wherever required and on issue of as built drawings.	5	60 days from start date

The above deliverables are to be submitted in softcopies and hardcopies as well, as per the schedule. In addition to the above, the consultants shall submit monthly progress reports indicating the progress of the study in terms of schedule activity versus actual status, reasons for delay, if any and the likely action plan for the following months.

## Payment of Remuneration

- A. The Government/ APSAB shall pay the fees to the Architectural firm/consultant for the professional services is 3% of original work that he will render that is inclusive of cost of transportation, printing and stationery and all other expenses except applicable taxes.
- B. For the purpose of calculation of fees, the estimated cost of work as referred shall exclude the following:
  1. Cost of Land.
  2. Cost of any services which are not designed or planned by the Architect or unapproved by the OSD of APSAB.
  3. Cost of any demolition work.
  4. All payments made to local bodies.
  5. Cost of overheads and administrative expenses, advertisements, charges of the department.

## Payment Schedule

The successful bidder will be paid proportionally to the job on percentage basis as under:

Sl. No.	Activity	Payment %	Cumulative %
1	On submission of site appraisal report, preliminary scheme for site planning, conceptual designs, inception report and rough estimate of cost.	5%	5%
2	On submitting the required preliminary scheme / architectural drawings and perspective views for the Client's approval along with the preliminary estimate of cost.	10%	15%
3 (a)	On incorporating Client's suggestions and submitting Revised drawings for approval from the Client/statutory authorities, if any. Along with preliminary model/3D/Design Model	5%	20%
3 (b)	Preparing and on submission of detail structural design, calculations, structural drawings, MEP drawings and providing technical assistance for clearance of designs to vetting agency/any Government institution for vetting/ Proof checking verification including adopting modification in design and drawings as suggested	10%	30%
4 (a)	Preparing and on submission of detailed estimates as per plan and design (Civil & Electrical and other utility services.) including specification and schedule of quantities, rate analysis etc. to the client department.	10%	40%
4 (b)	Upon Clients/statutory approval necessary for commencement of construction wherever applicable.	5%	45%
5	Preparation of documents for pre-qualification of Contractors, inviting of RFQs, evaluation of the applications and short-listing agencies for the project.	10%	55%
6 (a)	On submitting working drawings and details required for commencement of work at site.	10%	65%
6 (b)	(i) On completion of 20% of the work.	5%	70%
	(ii) On completion of 40% of the work.	5%	75%
	(iii) On completion of 60% of the work.	5%	80%
	(iv) On completion of 80% of the work.	5%	85%
	(v) On Actual completion.	5%	90%

7	On submitting completion report and drawing for issuance of completion/occupancy certificate by statutory authorities, wherever required and on issue of as built drawings.	10%	100%
---	---	-----	------

### **Addition and alterations**

The OSD of APSAB shall have the right to request in writing for adopting the changes, additions, modifications or deletions in the design and drawing of any part of the work and to request in writing for executing the additional work in connection therewith and the consultants shall abide by complying these requests.

The Architects shall not make any deviation, alterations, additions or omissions for the work shown/described and awarded to the contractor except through and with prior approval of the designated person.

### **Guarantee**

The Consultants shall re-design at his own cost any portion of structure if not found suitable/stable. The repair, rehabilitation or remedial measures which are require on the counterpart of his failure of using a reasonable degree of design skill and the building established defective within one year from the date of its regular use for the portion of work affected, the consultants shall be liable to bear the required expenses on reunion the building and its designing. The designated person grants right of access to the Consultants of these portions of the work claimed to be defective for inspection. Incase of failure of the consultant to the above, the designated person would attend it at the risk and cost of the consultant. The designated person shall make good the loss by recovery from the dues of the Consultants in case of failure to comply with the above clause.

## **Performance Security**

The Successful consultant has to furnish performance security to the extent of 5% of the contract fee in the shape of Demand Draft in favour of the Deputy State Architect, R & B Department, Vijayawada at the time of agreement.

- A. If the successful Consultant fails to execute the agreement and/or deposit the required security within the time specified or withdraws his bid after the intimation of the acceptance of his bid, his contract will be cancelled and he will also be liable for all damages sustained by the Deputy State Architect, R & B Department or his representative.
- B. Non-performance of contract provisions will disqualify a firm to participate in the bid for the next five years.
- C. In the event of failure to adhere to the agreement conditions as per the standards prescribed, the firm may be black listed for five years. The Consultant shall also be liable for action under criminal law.
- D. In all the above conditions the decision of the Deputy State Architect, R & B Department, shall be final and binding.

## **Refund/Adjustment of Bid Security Deposit**

- A. Bid security deposit of the successful bidder(s) shall be refunded with the final payment to the Consultant.
- B. Bid security deposit of the unsuccessful bidder(s) shall be refunded within two months after finalization of selected bidder to their registered bank accounts.

# Section 6 - Preparation, Submission and Evaluation of proposals

## General

- A. The Applicants shall bear all costs associated with the preparation and submission of its proposal, including site visits, field investigations, data collection, analysis, etc. as also any discussions/negotiations. The Client shall not be responsible or liable for any such costs incurred.
- B. An Applicant shall be a single entity. An Applicant may be a natural person born in India or abroad or a private entity, legal entity, a company, a partnership firm, or a body corporate, incorporated in India or as per applicable laws of the country of its origin. A consortium or a Joint Venture is prohibited from participating in this Tender Process.
- C. Adherence to formats, wherever prescribed, is required. Non-adherence to formats might be a ground for declaring a proposal non-responsive.
- D. All communication and information shall be provided in writing and in English language only.
- E. All communication and information provided should be legible, and wherever the information is given in figures, the same should also be mentioned in words. In case of conflict between amounts stated in figures and words, the amount stated in words will be taken as correct and final.

## Preparation and Submission of Proposals

The Proposals shall be prepared in two parts as under.

1. Technical Proposal
2. Design Concept along with Presentation

The technical proposal envelope shall be sealed, labelled as “Comprehensive Design Services for Construction of Integrated Collectorate Complexes in 13 Districts of Andhra Pradesh for Package I /II /III /IV”

## Submissions in Technical Proposal (Part 1)

The Technical Proposal envelope shall contain the following documents.

- A. Signed RFP document
- B. Checklist of Submissions as per Annexure 1
- C. Covering Letter as per Annexure 2
- D. **Similar Experience of the applicant towards minimum eligibility:** Details of experience of the firm in the format enclosed as Annexure 3.
- E. **Technical Proposal Submission:** Organization description, profile, Details of key personnel for engagement in this assignment in the format as enclosed as Annexure 4. Majority of the proposed team shall be regular employees of

the bidding firm exhibiting at least 12 months of tenure from the date of proposal submission.

- F. **Applicant Financial Data:** Duly filled and signed as in Annexure 5.
- G. **Power of Attorney:** Duly filled and signed as in Annexure 6.
- H. **Undertaking Regarding Blacklisting/ Non-Debarment:** Duly filled and signed as in Annexure 7

*Technical Proposal Envelope shall be sealed, labelled as **TECHNICAL PROPOSAL TOWARDS ELIGIBILITY QUALIFICATION FOR** “Comprehensive Design Services for Construction of Integrated Collectorate Complexes in 13 Districts of Andhra Pradesh for Package I /II /III /IV”*

The technical proposal submission shall be submitted in A4 size papers with hard binding with page numbers.

## Structure of Design Presentation (Part 2)

The Applicants selected in Technical proposal may participate in one or more packages by choosing one center from the chosen package. The winner will be assigned to every center in that package.

**The Integrated Collectorate Complexes should have the following salient features:**

- A. The ICC structure should be G+1 along with green pockets.
- B. The ICC structure should be in Indian tradition along with the colonial pattern which should be the landmark in the District.
- C. The ICC structure should represent values and aspirations of Andhra Pradesh.
- D. When developing the ICC structure design, the climatic aspects of the area should be taken into consideration.
- E. The ICC structure should be constructed with materials and technology which would last for eras.
- F. The ICC should have the following primary and secondary spaces (Departments) as mentioned below:

Primary Spaces (Departments)			
S.No	Name of the office	Office description	Staff No
1	Collector Office	Collector Chamber	1
		Ante room+pantry+Toilet	—
		Staff+Waiting+Pantry	5
2	JC-01	Chamber	1
		Ante room+ Toilet+Record	—
		Staff+Waiting+Pantry	4
3	JC-02	Chamber	1
		Ante room+ Toilet+Record	—
		Staff+Waiting+Pantry	4
4	Collectorate Staff	Collectorate Staff	30
		HOD+A.HOD	2
5	Department-1	Waiting	—
		Workstation	22



		HOD	1
		A-HOD	1
		Pantry+Store	—
6	Department-2	Workstation+Waiting	33
		HOD	1
		A-HOD	1
		Pantry+Store	—
7	Department-3	Workstation	43
		Waiting+store	—
		HOD	1
		A-HOD	1
		Pantry	—
8	Department-4	Waiting+store	—
		Workstation	30
		HOD	1
		A-HOD	1
		Pantry	—
9	Department-5	Waiting+store	—
		Workstation	28
		HOD	1
		A-HOD	1
		Pantry	—
10	Department-6	Waiting +Workstation	14
		HOD	1
		A-HOD	1
		Pantry	—
11	Department-7	Waiting+store	—
		Workstation	30
		A-HOD	1
		HOD	1
		Pantry	—
12	Department-8	Workstation	28
		Waiting+store	—
		HOD	1
		A-HOD	1
		Pantry	—
13	Department-9	Waiting+store	—
		Workstation	33
		HOD	1
		A.HOD+Pantry	1
14	Department-10	Waiting+store	—
		Workstation	20
		HOD+A.HOD+Pantry	2
15	Department-11	Waiting+HOD	1
		Store+Pantry+A.HOD	1

		workstation	22
16	Department-12	Waiting+Workstation+Dining&pantry	64
		A.HOD1&2+Store	2
		HOD+Toilet	1
17	Department-13	Workstation	40
		Waiting+store	–
		HOD	1
		A-HOD	1
		Pantry	–
18	Department-14	Workstation+Waiting	33
		HOD	1
		A-HOD	1
		Pantry+Store	–
19	Department-15	Waiting	–
		Workstation	22
		HOD	1
		A-HOD	1
		Pantry+Store	–
20	Department-16	HOD+pantry+A.HOD	2
		Workstation+Waiting	14
21	Department-17	A.HOD+Pantry+HOD	2
		Workstation+Waiting+Store	28
22	Department-18	Waiting+store	–
		Workstation	30
		HOD	1
		A-HOD	1
		Pantry	–
23	Department-19	Workstation+Waiting +Dining&pantry	79
		HOD+Toilet+A.HOD 1 &2 +Store	3
24	Department-20	Workstation+Waiting +Dining&pantry	79
		HOD+Toilet+A.HOD 1 &2 +Store	3
25	Department-21	Waiting +Workstation	14
		HOD+A.HOD+Pantry	2
26	Department-22	Waiting+store	–
		Workstation	24
		A-HOD	1
		HOD	1
		Pantry	–
27	Department-23	Workstation	24
		Waiting+store	–
		HOD	1
		A-HOD	1
		Pantry	–

28	Department-24	Waiting+store	—
		Workstation	33
		HOD	1
		A.HOD+Pantry	1
29	Department-25	Waiting+store+Working station	24
		HOD+A.HOD+Pantry	1
30	Department-26	Waiting+HOD	1
		Workstation	22
		A.HOD+Pantry+Store	1
31	Department-27	Waiting+Workstation+Dining&pantry	34
		HOD+A.HOD1&2+Store	3
32	Department-28	Waiting+HOD+Department	23
		A-HOD+Pantry+Store	1
33	Department-29	Workstation+Waiting	33
		HOD	1
		A-HOD	1
		Pantry+Store	—
34	Department-30	Workstation	43
		Waiting+store	—
		HOD	1
		A-HOD	1
		Pantry	—
35	Department-31	HOD+pantry+A.HOD	2
		Workstation+Waiting	30
36	Department-32	A.HOD+Pantry+HOD	2
		Workstation+Waiting+Store	28
37	Department-33	Waiting+Worksation	14
		HOD+Pantry+A.HOD	2
38	Department-34	Workstation+Waiting +Dining&pantry	79
		HOD+Toilet+A.HOD 1 &2 +Store	3
39	Department-35	Workstation+Waiting +Dining&pantry	79
		HOD+Toilet+A.HOD 1 &2 +Store	3

<b>Secondary Spaces</b>			
<b>S.No</b>	<b>Name of the office</b>	<b>Office description</b>	<b>Staff No</b>
1	Grievance hall	Grievance hall	capacity approx-240 members
2	Accounts room	-	-
3	Records room	-	-
4	Meeseva	Meeseva+ATM	—
5	Waiting	Waiting	—
6	Post office	Post office	—

7	Guard	Guard	-
8	Conference	Conference	app 100 men
9	Meeting hall in each Floor	Meeting	Min. 30
		Waiting	-
10	Space for election material	Space for election material	-
11	Call center+Command center	Call center+Command center	-
12	Creche+Surveillance+Inward	Creche+Surveillance+Inward	-
13	Multipurpose	Multipurpose	-
14	Store+Surveillance	Creche+Surveillance+Inward	-
15	Creche+Dining+Surveillance+Electrical	Creche+Dining+Surveillance+Electrical	-
16	Indoor games Room / Gymnasium	Gym Room	-
17	Strong man	-	-
18	Toilets (Rerquired in Each Floor)	Toilets (Male+female+DA+janitor)	-
19	Storage	Things+ Materials & Others	-
20	Maintenance Room	-	-
21	Foud Court / Canteen	-	-
Note: Any other additional requirement can be added as per the design			

**The Design Competition Presentation shall contain the following:**

- A. Approach and Methodology
- B. Design concept explaining the proposal should be given in maximum 200 words in the presentation sheets.
  1. Relationship between open spaces and buildings and the connections between them
  2. Potential of creating identity, symbolic value and cultural unity
  3. Innovation, originality, creativity of the proposals
  4. Quality of architectural and landscaping design
  5. Special contribution to sustainable development, environmental and social impact
  6. Maintenance free practices/Applications
- C. Schematic three dimensional representations and Walkthrough videos explaining the design, perspectives and montages which display the character of the project.
- D. Schematic Elevations demonstrating qualities such as material, texture, and color.
- E. Schematic Sections which illustrate key aspects and major spatial or programmatic elements.
- F. Schematic Drawings that illustrate innovative details or integrated aspects of design.
- G. Application of green building measures and innovative technologies.

The jury may detail and expound the evaluation criteria during the evaluation process.

*Design Presentation shall be titled as “Comprehensive Design Services for Construction of Integrated Collectorate Complexes in 13 Districts of Andhra Pradesh for Package I /II /III /IV”*

The soft and hard copies of Design Presentation shall be submitted in A2 or A1 size papers after the design competition presentation for evaluation purpose.

## **Signing of Proposals**

The Authorized Signatory shall sign or initial each page of the proposal documents along with the stamp of the applicant. They should also sign & stamp each page of the RFP & return the same along with a proposal to APSAB. Each Applicant shall submit a Power of Attorney as per the format at Annexure 6 authorizing the signatory of the Proposal to commit and bind the Applicant.

## **Criteria for Selection of Empanelled Consultant**

The parameter for selection of the Consultant would be the highest marking qualification. The marking will be done in two stages. In First stage technical evaluation will be done which is of 60 marks and in the second stage a design competition will be held and design evaluation will be done to the Empanelled Architects which is of 40 marks.

Technical proposals scoring not less than 70% of the total points will only be considered for the next stage of evaluation (Design Competition Presentation). Consultants who have scored more than 70% marks in evaluation shall be required to submit Master Plan and Schematic sketches including front elevation for the proposed buildings as prescribed in this RFP within 30 days from the date of intimation.

Before submitting the design proposals, all the qualified Consultants will have to attend a meeting, which will be conducted online or at APSAB, R & B department, vijayawada for general understanding of the proposals. The Consultants should submit their design proposals along with a presentation(as demanded by OSD of APSAB) in front of the committee constituted by APSAB for awarding the work on a prescribed date. An expert committee will evaluate the Plans, sketches, 3d models etc and award the work for best proposals.

## **Opening and Evaluation of Technical Proposal**

- A. Technical Proposal Envelope will be opened and annexures and its supporting documents will be evaluated for Minimum Eligibility Criteria as per this RFP.

- B. Only those Proposals meeting the minimum eligibility criteria will be considered for further design competition & evaluation.
- C. Applicants not meeting the minimum eligibility criteria will be deemed to be disqualified and will be barred from further evaluation of their proposal. No correspondence or representation will be entertained in this regard and the Client's decision will be final.
- D. The eligible proposals will be checked for all the mandatory documents and submissions (Annexure – 1, 2, 3, 4, 5, 6 & 7 and their supporting documents if any) duly signed as per the list provided above and in the prescribed formats. The client shall take a decision at its sole discretion with regard to proposals without any of the said documents or documents submitted in any other format other than the prescribed.
- E. Team Composition:

Sl. no	Field of Specialization	Desired No.	Experience
1	Lead Architect	1	min experience of 10 years
2	Architect	4	min experience of 8 years
3	Structural Engineer*	1	min experience of 10 years
4	Electrical Engineer	1	min experience of 5 years
5	Fire Fighting	1	min experience of 5 years
6	Water Supply and Sanitary Expert	1	min experience of 5 years
7	Project specialist consultant	1	min experience of 5 years
8	Landscape/Horticulture	1	min experience of 5 years
9	Green Building Consultant	1	min experience of 5 years
10	AutoCAD / Revit certified Drafts Man /3D modelling	3	min experience of 5 years

### Marks for Technical Evaluation

Out of 100 marks a total of 60 marks are allocated for Technical evaluation. The technical proposals will be evaluated using the following criteria.

Sl. no	Evaluation factors	Minimum criteria	Marks
--------	--------------------	------------------	-------

<b>A.</b>	<b>Firm experience:</b> 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	Minimum 10 years	<b>10</b>
<b>B.</b>	<b>Turn over in last 5 years</b> 50 lakhs - 5 marks 75 lakhs - 5+2.5 marks 1 crore and above - 10 marks	Minimum 50 Lakhs	<b>10</b>
<b>C.</b>	<b>Experience in similar projects in last 5 years:</b> The applicants shall have previous experience of having provided services in Planning and Design of Integrated Collectorate Complexes or administrative buildings etc. Minimum experience in one project more than 50000 sq.ft or three projects min 30000 sq. ft (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 1 completed project more than 50000 sq.ft	<b>15</b>
<b>D.</b>	<b>Team composition</b> (Break up shown in the team composition table below #)	Based on the diversity of experts in team	<b>20</b>
<b>E</b>	<b>Experience in sustainable practices</b>	Minimum 1 project	<b>5</b>
<b>Total marks</b>			<b>60</b>

#### #Team Composition-Considerations:

sl. no	Field of Specialization	Desired No.	Sub marking	Marks
1	Lead Architect	1	4(min experience of 10 years)	
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	<b>Water Supply and Sanitary Expert</b>	1	1(min experience of 5 years)	20
7	<b>Project specialist consultant</b>	1	1(min experience of 5 years)	
8	<b>Landscape/ Horticulture</b>	1	1(min experience of 5 years)	
9	<b>Green Building Consultant</b>	1	1(min experience of 5 years)	
10	<b>AutoCAD / Revit certified Drafts Man /3D modelling</b>	3	1(min experience of 5 years)	
	<b>Total</b>	<b>15 members</b>	<b>20 marks</b>	

## Evaluation of Design Presentation

The Consultants should submit their design proposals along with a powerpoint presentation in front of the committee constituted by APSAB for awarding the work on a prescribed date. An expert committee will evaluate the Plans, sketches, 3d models etc and award the work for best proposals.

It is desirable that each consultant submits his design proposal after visiting the project site and ascertaining themselves the location, surroundings, or any other matter considered relevant by him.

### Marks for Design Evaluation

Out of 100 marks a total of 40 marks are allocated for design evaluation. The design presentation proposals will be evaluated using the following criteria.

S.No	Evaluation factors	Sub marking	Total marks
1	Approach and Methodology	4	4
2	Design concept		
	· Relationship between open spaces and buildings and the connections between them	1	6
	· Potential of creating identity, symbolic value and cultural unity	1	



	· Innovation, originality, creativity of the proposals	1	
	· Quality of architectural and landscaping design	1	
	· Special contribution to sustainable development, environmental and social impact	1	
	· Maintenance free practices/Applications	1	
3	Schematic three-dimensional representations and Walk through videos explaining the design, perspectives and montages which display the character of the project.	5	5
4	Schematic Elevations demonstrating qualities such as material, texture, and color.	5	5
5	Schematic Sections which illustrate key aspects and major spatial or programmatic elements.	5	5
6	Schematic Drawings that illustrate innovative details or integrated aspects of design.	5	5
7	Green building measures		
	· Energy efficiency	1	5
	· Water conservation	1	
	· Indoor Environmental Quality	1	
	· Innovation and development	1	
	· Building Materials and Resources	1	
8	Innovative material & Construction technology		5
<b>Total Marks</b>			<b>40</b>

## Section 7 - Formats for Proposal Submission

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 1 - Format for checklist of Submissions of Proposal

#### Checklist of Submissions

Sl. No	Enclosures to the Proposal	Status (Submitted / Not Submitted)	Remarks
1	Signed RFP document		
2	Covering Letter (Annexure 2)		
3	Similar Experience of the applicant towards minimum eligibility (Annexure 3)		
4	Format for Technical Proposal Submission (Annexure 4)		
5	Applicant financial data (Annexure 5)		
6	Power of Attorney (Annexure 6)		
7	Undertaking regarding black-listing/ Debarment (Annexure 7)		

## **Annexure 2 - Format for Covering 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: "Comprehensive Design Services for Construction of Integrated Collectorate Complexes in 13 Districts of Andhra Pradesh for Package I /II /III /IV"

Sir,

With reference to your RFP Document dated\_\_\_\_\_, I / We, having examined all relevant documents and understood their contents, hereby submit our Proposal for selection of consultant for preparation of DPR (the "Consultant") for the subject assignment. The proposal is unconditional and unqualified.

2. I/We acknowledge that APSAB will be relying on the information provided in the Proposal and the documents accompanying the Proposal for selection of the Consultant, and we certify that all information provided in the Proposal and in the Appendices are true and correct, nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals.

3. This statement is made for the express purpose of appointment as the Consultant for the aforesaid Project.

4. I / We shall make available to APSAB any additional information it may deem necessary or require for supplementing or authenticating the Proposal.

5. I / We acknowledge the right of APSAB to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.

6. I / We certify that in the previous years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

7. I/We declare that:

- (a) We have examined and have no reservations to the RFP Documents, including any Addendum issued by APSAB;

(b) I / We do not have any conflict of interest as mentioned in the RFP Document;

(c) I / We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in respect of any tender or request for proposal issued by or any agreement entered into with APSAB or any other public sector enterprise or any government, Central or State; and

(d) I/We hereby certify that we have taken steps to ensure that in conformity with the provisions of this RFP, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

8. I / We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Consultant, without incurring any liability to the Applicants in accordance with the RFP document.

9. I/We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which would cast a doubt on our ability to undertake the Consultancy for the Project or which relates to a grave offence that outrages the moral sense of the community.

10. I / We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.

11. I /We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by APSAB (and/ or the Government of India) in connection with the selection of Consultant or in connection with the Selection Process itself in respect of the above mentioned Project.

12. I/We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, shall I/we have any claim or right of whatsoever nature if the Consultancy for the Project is not awarded to me/us or our proposal is not opened or rejected.

13. I / We agree to keep this offer valid for 60 days from the letter of award specified in the RFP.

14. In the event of my/our firm being selected as the Consultant, I/we agree and undertake to provide the services of the Consultant in accordance with the

provisions of the RFP and that the Team Leader shall be responsible for providing the agreed services himself and not through any other person or Associate.

15. I/We have studied RFP and all other documents carefully. We understand that we shall have no claim, right or title arising out of any documents or information provided to us by APSAB or in respect of any matter arising out of or concerning or relating to the Selection Process including the award of Consultancy.

16. The Technical and Design Proposals are being submitted in an envelope along with Annexure- A to prove our financial details. The contents provided in Envelope shall constitute the Application which shall be binding on us.

17. I/We agree and undertake to abide by all the terms and conditions of the RFP Document. In witness thereof, I/we submit this Proposal under and in accordance with the terms of the RFP Document.

Yours faithfully,

Signature of the Authorized Person: \_\_\_\_\_  
Name of the Signatory: \_\_\_\_\_  
Title of the Signatory: \_\_\_\_\_  
Name of the Firm: \_\_\_\_\_  
Address: \_\_\_\_\_

### Annexure 3 - Format for Experience of Similar Works

**Format for Experience of similar works completed / ongoing projects**

S. No	Name & Location of the Project	Employer's name & Address	Value of the Project	Duration of the Project	Exact Role	Whether by Self or Consortium formed	If done in consortium then specify the percentage share.

*Note : Kindly enclose the supporting documents for each of the details provided.*

Signature of Authorized Representative

Dated.....

Designation.....

(Seal of the Firm)

## Annexure 4 - 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. Copy to be enclosed	
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 RFP submission date)	
10	Number of Non –Permanent employees (As on RFP 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)

**Summary of Key Professionals**

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

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

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 colleges, 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 organizations, 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 5 - Format for 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 6 - 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.*

Accepted

Authorisee..... (Selected Applicant)

**Annexure 7 - 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:

## Annexure 8 - Agreement

Ref.No:APSAB/

Date: .....2022

To

M/s

Kind Attn: .....

Ref: **Comprehensive Design Services for Integrated Collectorate Complexes in 13 Districts of Andhra Pradesh for Package- I/II/III/IV**

### Sub: Agreement

Dear Sir,

This is with reference to the Letter of Award (LOA) issued to you vide our letter Ref No, APSAB/.....; dated .....2022 and the acceptance received from you there upon. Accordingly, we are pleased to issue the work order as per the details given below:

**Details of the Assignment:** To prepare and submit the Detailed Project Report in accordance with the detailed scope as provided by the client in the ToR - section 5 of this RFP document for the development of the projects at the specified locations as given in this RFP document.

The Consultant needs to perform the assignment as mentioned in the TOR of the RFP in order to achieve the required deliverables as mentioned in the RFP.

Total time period shall be sixty (60) days for completion of assignment which includes the study and submission of draft report and final report (DPR) of the subject projects to the Client from the date of issue of the agreement.

a. The date of start of assignment is..... 2022

b. The fee for the assignment shall be..... + taxes as applicable

c. The fee payable for the deliverables of the assignment shall be as below:

Sl. No.	Activity	Payment %	Cumulative %
1	On submission of site appraisal report, preliminary scheme for site planning, conceptual designs, inception report and rough estimate of cost.	5%	5%

2	On submitting the required preliminary scheme / architectural drawings and perspective views for the Client's approval along with the preliminary estimate of cost.		10%	15%
3 (a)	On incorporating Client's suggestions and submitting Revised drawings for approval from the Client/statutory authorities, if any. Along with preliminary model/3D/Design Model		5%	20%
3 (b)	Preparing and on submission of detail structural design, calculations, structural drawings, MEP drawings and providing technical assistance for clearance of designs to vetting agency/any Government institution for vetting/ Proof checking verification including adopting modification in design and drawings as suggested		10%	30%
4 (a)	Preparing and on submission of detailed estimates as per plan and design (Civil & Electrical and other utility services.) including specification and schedule of quantities, rate analysis etc. to the client department.		10%	40%
4 (b)	Upon Clients/statutory approval necessary for commencement of construction wherever applicable.		5%	45%
5	Preparation of documents for pre-qualification of Contractors, inviting of RFQs, evaluation of the applications and short-listing agencies for the project.		10%	55%
6 (a)	On submitting working drawings and details required for commencement of work at site.		10%	65%
6 (b)	(i)	On completion of 20% of the work.	5%	70%
	(ii)	On completion of 40% of the work.	5%	75%
	(iii)	On completion of 60% of the work.	5%	80%

	(iv)	On completion of 80% of the work.	5%	85%
	(v)	On Actual completion.	5%	90%
7		On submitting completion report and drawing for issuance of completion/occupancy certificate by statutory authorities, wherever required and on issue of as built drawings.	10%	100%

- d. The fee payment will be paid / released to the consultant by the Finance department subject to any statutory and other deductions. Notwithstanding any other provision contained herein to the contrary or otherwise, no payment shall be made to the consultant.
- e. The Client reserves its right to withhold payments due to the consultant, if the consultant has failed to perform in accordance with the terms and conditions as stipulated in this RFP & Agreement.
- f. The work order can be terminated by either party by giving seven (7) day's notice to the other party.
- g. In case of delay in completion of the Deliverables/Milestones within the timelines, so respectively prescribed under clause C herein above, a penalty equal to 0.5% of the total Consultancy Fees per day subject to a maximum of 10 % of the total Consultancy Fees will be imposed and shall be recovered from the payments due.
- h. The Consultant hereby agrees that he shall abide to the payment schedule of the RFP document for the retention of amounts payable towards performance security.
- i. Any dispute between the Consultant and the Client as to matters arising out of or in connection with the Assignment and/or this Agreement or the interpretation thereof shall, by use of best efforts of the Parties, be settled amicably.
- j. Any dispute between the Parties as to matters arising pursuant to this Assignment and/or this agreement or the interpretation thereof which cannot be settled amicably within ten (10) days after receipt by one party of the other party's request for such amicable settlement may be settled by arbitration in accordance with the provisions of the Arbitration & Conciliation Act 1996 by a sole arbitrator, to be appointed jointly by the parties. In case the parties are unable to appoint the sole arbitrator within 30 (thirty) days of a request made by one of the parties for appointment of the sole arbitrator, the parties may initiate appropriate proceedings under Arbitration and Conciliation Act, 1996 for appointment of such arbitrator. The decision of the arbitrator shall be final and binding on the parties.



The parties shall bear their respective costs of arbitration and the final sharing of the arbitration cost shall be as per the award given by the arbitrator.

- k. The venue of such arbitration shall be Vijayawada, Andhra Pradesh only, and the language of arbitration proceedings shall be English.
- l. This agreement and the rights and obligations of the parties shall remain in full force and effect, pending the Award in any Arbitration proceedings hereunder.
- m. The Consultant acknowledges that the key personnel involved for the assignment are qualified and experienced Personnel as required by the client to carry out the assignment and the consultant shall carry out the said assignment through the same key personnel throughout the assignment period as submitted by him.

	Name	Signature
Authorisee on behalf of client		
Authorisee on behalf of consultant		

The scope of work shall be as per the TOR issued for the Project.

You are requested to submit this agreement duly signed and return the same to our office as a proof of acceptance.

Thanking You

The Deputy State Architect (R&B Dept),

OSD of Andhra Pradesh State Architectural Board (APSAB)

Accepted

Authorisee..... (Selected Applicant)

## Annexure 9 - Bank Guarantee for Performance Security

To

### Andhra Pradesh State Architectural Board (APSAB)

In consideration of “Andhra Pradesh State Architectural Board (APSAB)” (hereinafter referred as the “Authority”, which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators and assigns) having awarded to M/s ....., having its office at ..... (hereinafter referred as the “Consultant” which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), vide the Authority’s Agreement no. .... dated..... valued at Rs. .... (Rupees .....), (hereinafter referred to as the “Agreement”) Consultancy Services for [**Comprehensive Design Services for Integrated Collectorate Complexes in 13 Districts of Andhra Pradesh for Four Packages**], and the Consultant having agreed to furnish a Bank Guarantee amounting to Rs. .... (Rupees.....) to the Authority for performance of the said Agreement.

1. We, ..... (hereinafter referred to as the “Bank”) at the request of the Consultant do hereby undertake to pay to the Authority an amount not exceeding Rs..... (Rupees ..... ) against any loss or damage caused to or suffered or would be caused to or suffered by the Authority by reason of any breach by the said Consultant of any of the terms or conditions contained in the said Agreement.

2. We, ..... (indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this Guarantee without any demur, merely on a demand from the Authority stating that the amount/claimed is due by way of loss or damage caused to or would be caused to or suffered by the Authority by reason of breach by the said Consultant of any of the terms or conditions contained in the said Agreement or by reason of the Consultant’s failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs. .... (Rupees .....).

3. We, ..... (indicate the name of Bank) undertake to pay to the Authority any money so demanded notwithstanding any dispute or disputes raised by the Consultant in any suit or proceeding pending before any court or tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment made by us under this bond shall be a valid discharge of our liability for payment thereunder and the Consultant shall have no claim against us for making such payment.

4. We, ..... (indicate the name of Bank) further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the Authority under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till the Authority certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Consultant and accordingly discharges this Guarantee. Unless a demand or claim under this Guarantee is made on us in writing on or before a period of one year from the date of this Guarantee, we shall be discharged from all liability under this Guarantee thereafter.

5. We, ..... (indicate the name of Bank) further agree with the Authority that the Authority shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Consultant from time to time or to postpone for any time or from time to time any of the powers exercisable by the Authority against the said Consultant and to forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Consultant or for any forbearance, act or omission on the part of the Authority or any indulgence by the Authority to the said Consultant or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have the effect of so relieving us.

6. This Guarantee will not be discharged due to the change in the constitution of the Bank or the Consultant(s).

7. We, ..... (indicate the name of Bank) lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the Authority in writing.

8. For the avoidance of doubt, the Bank's liability under this Guarantee shall be restricted to Rs. \*\*\* crore (Rupees \*\*\*\*\* crore) only. The Bank shall be liable to pay the said amount or any part thereof only if the Authority serves a written claim on the Bank in accordance with paragraph 2 hereof, on or before [\*\*\* (indicate date falling 180 days after the date of this Guarantee)].

For .....

Name of Bank:

Seal of the Bank:

Dated, the ..... day of ....., 20

(Signature, name and designation of the authorised signatory)

NOTES:

(i) The Bank Guarantee should contain the name, designation and code number of the officer(s) signing the Guarantee.

(ii) The address, telephone no. and other details of the Head Office of the Bank as well as of issuing Branch should be mentioned on the covering letter of issuing Branch.