



Er. H.P. Singh
Executive Engineer

ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ ਜਲੰਧਰ

PTU PUNJAB
TECHNICAL
UNIVERSITY

Estd. Under Punjab Technical University Act, 1996
(Punjab Act No. 1 of 1997)

Ref. No. PTU/CC/230

Dated 22-03-2011

Sh. Chander Mohan,
House No. 202, Sector 36-A, Chandigarh.

Sh. S.L. Kaushal,
Advisor/Architecture,
2865, Sector 42-C, Chandigarh.

The Director,
Department of Technical Education and Industrial Training, Punjab,
Plot No. 1, Sector-36A, Chandigarh.

Dr. Nachatar Singh,
Advisor to VC and Dean (P&D),
Punjab Technical University, Jalandhar.

Sh. H.S. Bains,
Registrar, Punjab Technical University, Jalandhar.

Sub : Construction of new campus of Punjab Technical University – 24th meeting of the Standing Building Construction Committee.

Dear Sir,

24th meeting of the Standing Building Construction Committee shall be held under the Chairmanship of Dr. R. S. Khandpur, Director General, PGSC at 11.30 hours on 01.04.2011 in his office at SCO 60-61, Sector 34-A, Chandigarh. Agenda and Agenda note for the meeting are enclosed.

You are requested to make it convenient to attend the meeting.

Thanking you

Yours Sincerely,

 22/03/11

(H. P. Singh)

Executive Engineer

Copy to : Dr. R. S. Khandpur, DG, PGSC, SCO 60-61, Sector 34-A, Chandigarh.

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Punjab Technical University Jalandhar
Kapurthala Campus : Jalandhar-Kapurthala Highway, Post Bag No. 01, Kapurthala.
Mobile : 9501109042 www.ptu.ac.in E-Mail : exeptu@gmail.com

PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

Sub : Agenda for the 24th meeting of the Standing Building Construction Committee.

- Item No. 24.1 : To confirm the Minutes of 23rd meeting of Standing Building Construction Committee held on 15.03.2011.
- Item No. 24.2 : Action taken on various items discussed during previous meetings of Standing Building Construction Committee.
- Item No. 24.3 : To finalize the tender documents for appointment of Architect for Architectural services for establishment of new Punjab Institute of Technology at Mansa, Ludhiana & Barnala, PTU's Regional campus at Mohali and other future works.
- Item No. 24.4 : Any other point with the permission of the Chair.

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Sub: Agenda Note for the 24th meeting of the Standing Building Construction Committee.

Item No. 24.1 : To confirm the Minutes of 23rd meeting of Standing Building Construction Committee held on 15.03.2011.

The minutes of 23rd meeting of Standing Building Construction Committee held on 15.03.2011 were circulated on 17.03.2011. No comments have been received on the same, so far. These minutes are to be confirmed.

Item No. 24.2 : Action taken on various items discussed during previous meetings of Standing Building Construction Committee.

Action taken on various items discussed during previous meeting of Standing Building Construction Committee is as under:

- The press advertisement for recruitment of one Asstt. Executive Engineer (Civil) and two Asstt. Engineer (Civil) required for construction cell will be published alongwith press advertisement being published for other posts.
- It has been decided that nomination of committee for finalization of requirement of staff quarters and their specifications and finishes will be taken up after finalization of requirements and plans of other proposed campus at Main campus, Mansa and Mohali.
- The layout plans of the proposed building for establishment of Punjab Institute of Technology at University Campus, Kaputhala presented by the Architect in 23rd meeting were approved with minor modifications and Architect was advised to start the work on services. Further details will be discussed when these plans will be ready.
- The broad procedure to be adopted for appointment of Architect for Architectural services for establishment of new Punjab Institute of Technology at Mansa, Ludhiana & Barnala, PTU's Regional campus at Mohali and other future works was finalized. EE/PTU was advised to prepare draft tender document for the same for discussions and approval in the next meeting. The same is being discussed in this meeting.

Item No. 24.3 : **To finalize the tender documents for appointment of Architect for Architectural services for establishment of new Punjab Institute of Technology at Mansa, Ludhiana & Barnala, PTU's Regional campus at Mohali and other future works.**

The broad procedure to be adopted for appointment of Architect for Architectural services for establishment of new Punjab Institute of Technology at Mansa, Ludhiana & Barnala, PTU's Regional campus at Mohali and other future works was finalized. EE/PTU was advised to prepare draft tender document for the same for discussions and approval in the next meeting. Draft tender document for this work has been prepared and is enclosed for kind perusal, discussions and approval of the committee.

Item No. 24.4 : **Any other point with the permission of the Chair.**

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FINANCIAL BID (One Page)		

**PUNJAB TECHNICAL UNIVERSITY
JALANDHAR-KAPURTHALA HIGHWAY
(PUNJAB)
(Established By Punjab Government)**

NOTICE INVITING TENDER

- 1.0 Punjab Technical University, hereinafter referred as PTU or University invites tenders under 'Two Packet System' (Technical Bid – Un-priced & Financial Bid – Priced) on prescribed form from reputed Architects/Architectural firms of Indian origin having requisite experience and financial capability for the following work:-

S. No.	Name of Work	Earnest Money	Period of Retainer ship
1.	Providing comprehensive Architectural consultancy services for the proposed new campus and institutes at various locations in Punjab.	Rs. 50,000/-	5 Years

- 2.0 The tender document can be obtained from 10.00 AM to 04.00 PM on all working days from _____ to _____ from the office of 'The Registrar, Punjab Technical University, Jalandhar-Kapurthala Highway, Punjab on payment of Rs. 1000/- (Rupees One Thousand only) (non-refundable) in cash or demand draft/pay order drawn in favour of 'The Registrar, Punjab Technical University payable at Jalandhar towards the cost of one tender document. Tender document can also be downloaded from PTU's website www.ptu.ac.in and in such a case, the bidder shall deposit the cost of tender documents alongwith submission of the tender, failing which his tender shall not be opened. The cost of tender documents in this case shall be deposited in the form of demand draft/pay order and submitted in the envelope containing Earnest Money Deposit (EMD). The bidders are advised not to make any corrections, additions, alterations in the downloaded tender documents. In case, any corrections, additions, alterations are made in the downloaded tender documents, such tender shall not be considered.
- 3.0 The Earnest Money for an amount as specified above shall be deposited in the form of demand draft/pay order drawn in favour of 'The Registrar, Punjab Technical University payable at Jalandhar.
- 4.0 **Eligibility Criteria and Evaluation of Bids:**

Eligibility Criteria and procedure for evaluation of bids submitted by the bidders is forming part of the tender documents and is placed at Annexure-A to Notice Inviting Tender.

- 5.0 PTU may issue addendum(s)/corrigendum(s) to the tender documents. In such case, the addendum(s)/corrigendum(s) shall be issued and placed on PTU's website atleast seven days in advance of date fixed for opening of tender. The bidders must visit the website and ensure that such addendum(s)/corrigendum(s) (if any) is also downloaded by them. Such addendum(s)/corrigendum(s) (if any) shall also be submitted, duly stamped and signed, alongwith the submission of the tenders. Any tender submitted without addendum(s)/corrigendum(s) (if any) is liable to be rejected.
- 6.0 The tender documents shall be submitted in two separate sealed packets viz. Packet-I containing Technical Bid and Packet-II containing Financial Bid. Detailed credentials as per the requirement of eligibility criteria and all tender papers except Bill of Quantities are to be submitted in "Technical Bid". Bill of Quantities with rates duly filled in are to be submitted in "Financial Bid".
- 7.0 Completed tender documents in two packets viz. Packet-I and Packet-II shall be sealed separately in envelopes super-scribing as Packet-I (Technical Bid) and Packet-II (Financial Bid) along with the name of the work. These two sealed envelopes and the envelop (super-scribing "Earnest Money and cost of tender documents for the work" containing the Earnest Money and cost of tender documents) in the form as prescribed in the tender documents shall further be sealed in a larger envelope super-scribing the name of the work as stated above (alongwith date and time of opening of tenders) and should be deposited in the tender box at the following address:

THE REGISTRAR,
PUNJAB TECHNICAL UNIVERSITY
JALANDHAR-KAPURTHALA HIGHWAY
PUNJAB

- before 14.30 hours of _____. Tenders (Technical Bids only) shall be opened at 15:00 hours on the same day in the presence of the tenderers or their authorised representatives intending to attend the opening. After evaluation of the technical bids, the financial bids of only those agencies who fulfill the eligibility criteria specified in the tender documents shall be opened. The date, time and location for opening of financial bids of these shortlisted agencies will be intimated separately to enable intending agencies to attend and opening of financial bids. The decision of PTU regarding evaluation/fulfillment of eligibility criteria shall be final and binding. Any tender received later than the time and date of opening of Technical bids shall be rejected and returned to the tenderer unopened.
- 8.0 In case, the date of submission/opening of tenders happens to be holiday, the tenders shall be received/opened on the next working day.
- 9.0 Tender shall be submitted as per "Instructions For Filling The Tenders" forming a part of the tender document.

- 10.0 Any tender received without Earnest Money and/or the cost of tender document in the form as specified in tender documents shall not be considered and shall be summarily rejected.
- 11.0 PTU reserves the right to cancel the tenders or postpone the tender and to accept/reject any or all tenders without assigning any reasons thereof.
- 12.0 PTU reserves the right to split the total work in two or more parts and award the works to more than one agency.
- 13.0 Tenderers may note that they are liable to be disqualified at any time during tendering process in case any of the information furnished by them is not found to be true. EMD of such tenderer shall be forfeited. The decision of PTU in this regard shall be final and binding. Such bidder shall be debarred from bidding in case of re-invitation of the tenders.
- 14.0 The validity of the offer shall be 90 days after the date of opening of the tender. If any bidder withdraws his tender within the validity period or makes any modifications in terms and conditions of the tender and/or rates after submission of tender which are not acceptable to PTU or does not start the work within stipulated period from the date of issue of letter of acceptance, then PTU shall without prejudice to any other right or remedy, be at liberty to forfeit the earnest money deposited by the bidder. In case of forfeiture of EMD, the tenderer shall be debarred from bidding in case of re-invitation of the tenders.
- 15.0 The transfer of tender documents purchased by one intending tenderer to another tenderer is not admissible. Tenderer can submit tenders only on the documents purchased/downloaded from PTU's website.

Registrar
Punjab Technical University

ANNEXURE – A**ELIGIBILITY CRITERIA AND PROCEDURE FOR EVALUATION OF BIDS:****1.0 ELIGIBILITY CRITERIA :**

Architectural Firms or Proprietor of the firm must be registered with Architect Council of India. Tender submitted by the bidder not meeting this criteria will be out rightly rejected.

a) TECHNICAL EVALUATION:

The Criteria for evaluation of Technical proposal submitted by the agencies is under:

S. No.	Description	Maximum Marks
1	Details of similar works completed by the Architect during the last five years. Similar works means consultancy/Architectural services provided for establishment of educational university/college/campus or institute.	30
2	Details of in-house Design/proof checking facilities or credentials of associate consultants.	10
3	Master Planning of educational university/college/campus or institute done during last five years.	10
4	Average financial turnover for the last five years including for 2010-11 from consultancy/ Architectural services only.	10
5	Key Professionals qualifications and experience	10
6	Prizes and Competition won at National/ International level for similar projects.	10
Total		80

Notes :

1. The bidders are requested to submit:
 - i. Proof of registration of Architectural Firms or Proprietor of the firm with Architect Council of India.
 - ii. Performance certificates issued by Clients in support of the similar works completed by them in last five years. The certificates must indicate the completed cost and date of completion.
 - iii. In case of ongoing works, the value of works completed till 31.03.2011 will be treated as completed cost of the work and will be considered for evaluation.
 - iv. Performance certificates issued by Clients in respect of Master Planning of educational university/ college campus or institute done during last five years indicating the area.
 - v. Details of in-house facilities for Design/Proof checking of design alongwith staff deputed, infrastructure deployed, software's available for these facilities.
 - vi. Credentials/profile of associate consultants.
 - vii. Annual reports & profit and loss statements showing separate details in respect of consultancy/ Architectural services for the last five years.
 - viii. Key Professionals qualifications and experience details.
 - ix. Prizes and Competition won at National/International level for the similar projects alongwith documentary evidences.
2. The bidders may please note that their offers will be evaluated as per the documents submitted by them alongwith their tenders. However, PTU reserves the right to seek clarifications/additional documents after opening of the bids.
3. In case, the number of completed works will be less than three, sum of the completed works will be considered for evaluation.

The basis of marking/scores for various items listed under "Technical Evaluation" will be as under:

Item No. 1 : Details of Similar works completed:

Maximum three completed works of largest values shall be considered for evaluation. In case, sum of value of these three completed works is Rs. 150 Crores or more, full marks/scores will be given. Proportionate scores/marks will be given in case value of these three completed works is less than Rs. 150 Crores.

Item No. 2 : Details of in-house Design/proof checking facilities or credentials of associate consultants:

The rating of in-house Design/proof checking facilities or credentials of associate consultants available with the bidders will be done in terms of Excellent, Very Good, Good, Average, Poor and Nil. The scores/marks for this rating will be as under:

Excellent	-	10
Very Good	-	8
Good	-	6
Average	-	4
Poor	-	2
Nil	-	0.

Item No. 3 : Master Planning of educational university/ college campus or institute:

Maximum three completed works of Master Planning of largest areas shall be considered for evaluation. In case, sum of area for these three works for which Master planning is done is 200 Acres or more, full marks/scores will be given. Proportionate scores/marks will be given in case area of these three completed works is less than Rs. 200 Acres.

Item No. 4 : Average financial turnover for the last five years:

In case, average turnover for the last five years (including F.Y. 2010-11) is Rs. 100 lacs or more, full marks/scores will be given. Proportionate scores/marks will be given in case of less average turnover.

Item No. 5 : Key Professionals qualifications and experience:

The rating of Key Professionals qualifications and experience available with the bidders will be done in terms of Excellent, Very Good, Good, Average, Poor and Nil. The scores/marks for this rating will be as under:

Excellent	-	10
Very Good	-	8
Good	-	6
Average	-	4
Poor	-	2
Nil	-	0.

Item No. 6 : Prizes and Competition won for the similar projects:

Two scores/marks will be given for each prize or competition of minimum National level won by the Architect subject to maximum of 10 marks/scores.

2. PROCEDURE FOR EVALUATION OF BIDS:

The evaluation/marking of the bidders shall be done as per the above criteria. Bidders having scored minimum 65 marks (out of 80 marks) will be considered as technically qualified and shortlisted for opening of their Financial bids.

After opening of Financial bids of technically qualified bidders, the overall score of the Architect (Technical and Financial) will be calculated as under:

The marks obtained in Technical bid evaluation will be treated as Technical scores (S_T) and whereas, financial scores (S_F) will be calculated as under:

$$S_F = 100 \times \frac{F_m}{F}$$

F_m - Lowest bid received.

F - Price quoted by the bidder under consideration.

Following weightage will be considered for working out the overall scores:

Weightage for Technical scores : 0.80

Weightage for Financial scores : 0.20

The overall scores (S_o) of the bidders shall be calculated as under:

$$S_o = 0.80 \times S_T + 0.20 \times S_F$$

The firm/Architect achieving the highest overall scores will be considered for award of work/negotiations.

INSTRUCTIONS FOR FILLING THE TENDER

1. The following documents will complete one set of tender documents :

Part I (Technical bid):

- Notice Inviting Tender
- Instructions for filling the tender
- Conditions to the contract

Part II (Financial bid):

- Price Bid

The tender documents shall form part of the agreement to be signed with the successful bidder.

2. A bidder in the capacity of Individual or Sole Proprietor, Partnership firm, or Company can participate in the tender and the bidder must forward attested copies of the constitution of its firm such as partnership deed, Memorandum & Articles of Association, etc. along with photocopy copy of the Power of Attorney duly attested by Notary Public. However, original power of attorney shall be presented for scrutiny as and when required by the employer.
3. The work is proposed to be executed under the following relationship.
 - a) **Client/Employer** Punjab Technical University,
Jalandhar-Kapurthala Road,
Punjab.
 - b) **Engineer/Engineer
In Charge** Engineer authorized by Client/ Employer
to act on his behalf for the purpose of
operating this contract.
 - c) **Architect** The successful tenderer to whom the work
is awarded shall become the Architect for
this work.
4. Throughout these bidding documents, the terms "bid" and "tender" and their derivatives ("bidder"/ "tenderer"), "bid/tendered", "bidding"/ "tendering", etc.) are synonymous. Day means calendar day. Singular also means plural.
5. Tenderer may carefully note that they are liable to be disqualified at any time during tendering process in case any of the information furnished by them is not found to be true. In addition the EMD of such tenderer shall be forfeited. The decision of Employer in this respect shall be final and binding.