



Er. H.P. Singh
Executive Engineer

ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ ਜਲੰਧਰ

PTU PUNJAB
TECHNICAL
UNIVERSITY

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

Ref. No. PTU/CC/273

Dated 13/04/2011

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

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

Sh. I. S. Sidhu (Special Invitee),
CGM, EdCIL India Limited,
EdCIL House, 18A, Sector 16-A,
Noida – 201301.

Sub : Construction of new campus of Punjab Technical University – 25th meeting of the Standing Building Construction Committee.

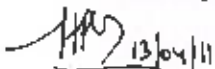
Dear Sir,

25th 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 20.04.2011 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,


(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 25th meeting of the Standing Building Construction Committee.

- Item No. 25.1 : To confirm the Minutes of 24th meeting of Standing Building Construction Committee held on 01.04.2011.
- Item No. 25.2 : Action taken on various items discussed during previous meetings of Standing Building Construction Committee.
- Item No. 25.3 : 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. 25.4 : Any other point with the permission of the Chair.

PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

Sub : Agenda Note for the 25th meeting of the Standing Building Construction Committee.

Item No. 25.1 : To confirm the Minutes of 24th meeting of Standing Building Construction Committee held on 01.04.2011.

The minutes of 24th meeting of Standing Building Construction Committee held on 01.04.2011 were circulated on 13.04.2011. These minutes are to be confirmed.

Item No. 25.2 : 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 one Asstt. Engineer (Civil) required for construction cell has been published.
- 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.
- Draft tender document 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 discussed in 24th meeting. EE/PTU was advised to revise the draft tender document based upon these discussions and present the same in the next meeting. The same is being discussed in this meeting.

Item No. 25.3 : 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.

Draft tender document 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 discussed in 24th meeting. EE/PTU was advised to revise the draft tender document based upon these discussions for discussions and approval in the next meeting. Revised draft tender document for this work has been prepared and is enclosed for kind perusal, discussions and approval of the committee.

Item No. 25.4 : 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 BIDS
(International Competitive Bidding)**

- 1.0 Punjab Technical University, hereinafter referred as PTU or University invites Global bids under 'Two Packets System' (Technical Bid – Un-priced & Financial Bid – Priced) on prescribed form from reputed Architects/Architectural firms 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 bid 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 Bid document. Bid 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 bid documents alongwith submission of the bid, failing which his bid shall not be opened. The cost of bid 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 bid documents. In case, any corrections, additions, alterations are made in the downloaded bid documents, such bid 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 placed at Annexure-A to Notice Inviting Bid.

- 5.0 PTU may issue addendum(s)/corrigendum(s) to the bid documents. In such case, the addendum(s)/corrigendum(s) shall be issued and placed on PTU's website at least seven days in advance of date fixed for opening of bid. 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 bids. Any bid submitted without addendum(s)/corrigendum(s) (if any) is liable to be rejected.
- 6.0 The bid 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 bid papers except Financial Bid are to be submitted in "Technical Bid". Financial Bid with rates duly filled in are to be submitted in Packet-II.
- 7.0 Completed bid 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 containing the Earnest Money and cost of bid 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 bids) and should be deposited at the following address:

THE REGISTRAR,
PUNJAB TECHNICAL UNIVERSITY
JALANDHAR-KAPURTHALA HIGHWAY
PUNJAB

- before 14.30 hours of _____. Technical Bids shall be opened at 15:00 hours on the same day in the presence of the bidders 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 bid 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 bid received later than the time and date of opening of Technical bids shall be rejected and returned to the bidder unopened.
- 8.0 In case, the date of submission/opening of bids happens to be holiday, the bids shall be received/opened on the next working day.
- 9.0 Bid shall be submitted as per "Instructions For Filling The Bids" forming a part of the bid document.

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

- i. Architectural Firms or Proprietor of the firm must be registered with Architect Council of India. Bid submitted by the bidder not meeting this criteria will be out rightly rejected.
- ii. The bidder should not have been blacklisted or debarred from bidding or declared as a non-performer by any Govt./Semi Govt./Autonomous body. The bidders shall submit an affidavit duly attested by Notary that they have not been blacklisted or debarred from bidding or declared as a non-performer by any Govt./Semi Govt./Autonomous body.

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 planning and designing of educational university/college/campus or institute i.e. Master planning alongwith buildings therein. Planning and designing of only Master Plan or only building(s) of educational university/college/campus or institute shall not be considered as a similar work.	30
2	Average financial turnover for the last five years including for 2010-11 from consultancy/ Architectural services only.	10
3	Key Professionals qualifications and experience	10
4	Prizes and Competition won at National/ International level.	10
Total		60

- 10.0 Any bid received without Earnest Money and/or the cost of bid document in the form as specified in bid documents shall not be considered and shall be summarily rejected.
- 11.0 PTU reserves the right to cancel the bids or postpone the bid and to accept/reject any or all bids 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 Bidders may note that they are liable to be disqualified at any time during bidding process in case any of the information furnished by them is not found to be true. EMD of such bidder 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 bids.
- 14.0 The validity of the offer shall be 90 days after the date of opening of the bid. If any bidder withdraws his bid within the validity period or makes any modifications in terms and conditions of the bid and/or rates after submission of bid 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 bidder shall be debarred from bidding in case of re-invitation of the bids.
- 15.0 The transfer of bid documents purchased by one intending bidder to another bidder is not admissible. Bidder can submit bids only on the documents purchased/downloaded from PTU's website.

Registrar
Punjab Technical University

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. An affidavit duly attested by Notary that bidder has not been blacklisted or debarred from bidding or declared as a non-performer by any Govt./Semi Govt./Autonomous body.
 - iii. 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.
 - iv. 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.
 - v. Annual reports & profit and loss statements showing separate details in respect of consultancy/ Architectural services for the last five years.
 - vi. Key Professionals qualifications and experience details. No. of Architects directly employed by the bidder with their qualification and experience.
 - vii. Prizes and Competition won at National/International level alongwith the documentary evidences.
2. The bidders may please note that their offers will be evaluated as per the documents submitted by them alongwith their bids. 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, as available 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 : Average financial turnover for the last five years:

In case, average turnover for the last five years (including F.Y. 2010-11) from Architectural/Consultancy services 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. 3 : Key Professionals qualifications and experience:**i. Qualification and Experience of Principle Architect (Head):**

(Maximum Scores 5)

<i>Qualification</i>	<i>Scores</i>
B. Arch	1
M. Arch	2
<i>Experience</i>	<i>Scores</i>
< 5 years	0
≥ 5 years < 10 years	1
≥ 10 years < 20 years	2
≥ 20 years	3

ii. Qualification and Experience of supporting Architects:

(Maximum Scores 5)

Architects (B. Arch with minimum 5 years Experience and M. Arch with 3 years Experience) available with the bidder (Directly employed)	Scores
≥ 3 Nos. < 5 Nos.	1
≥ 5 Nos. < 10 Nos.	2
≥ 10 Nos. < 15 Nos.	3
≥ 15 Nos. < 20 Nos.	4
≥ 20 Nos.	5

Item No. 4 : 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 45 marks (out of 60 marks) will be invited for making a power point presentation. In this presentation, the bidders are to present brief of their firm, details of similar works completed alongwith photographs, plans etc. of these works. Marks/scores, out of total 20 marks/scores, will be given by a jury nominated for this work, for this presentation. Marks/scores given during this presentation shall be added to the marks/scores obtained earlier in the technical evaluation. These total scores will become basis for the shortlisting.

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 BID

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

Part I (Technical bid):

- Notice Inviting Bid
- Instructions for filling the bid
- Scope of work and Payment Schedule
- Conditions to the contract

Part II (Financial bid):

- Price Bid

The bid 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 bid 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. **Submission of bid by a Joint Venture or Consortium is not permitted.**

Bidders are requested to submit proof of registration of Architectural Firms or Proprietor of the firm with Architect Council of India.

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 bidder to whom the work is
awarded shall become the Architect for
this work. |

5. Bidder may carefully note that they are liable to be disqualified at any time during bidding process in case any of the information furnished by them is not found to be true. In addition the EMD of such bidder shall be forfeited. The decision of Employer in this respect shall be final and binding.
6. A bidder shall submit only one bid in the capacity of an Individual or Sole Proprietor, Partnership firm, or Company. Violation of this condition is liable to disqualify the bids in which such bidder has participated and EMD of all such bidders shall stand forfeited.
7. The bidder shall bear all costs associated with the preparation and submission of the bid and the Employer will in no case be responsible or liable for these costs regardless of the conduct or the outcome of the bidding process.
8. The bidder is expected to examine all instructions, terms & conditions and other information in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the bidders' risk and may result in rejection of his bid.
9. The bid prepared by the bidder and all documents related to the bid shall be written in English.
10. All the pages of the bid documents including that of Price Bid submitted by bidder shall be signed and stamped by the bidder or his representative holding the Power of Attorney.
11. While filling up the rates in the Price Bid, bidder shall ensure that there is no discrepancy in the rates mentioned in figures and words. In case of any discrepancy, the unit rate mentioned in the words shall be taken as final and binding.
12. The bidder should clearly read and understand all the terms and conditions etc. mentioned in the bid documents. If the bidder has any observations or he intends to stipulate some deviations to the bid conditions the same may be indicated in his forwarding letter along with the bid. It may be noted that the cost of deviation(s) shall be added to the quoted cost for the purpose of evaluation of the bid.
13. Bidders are advised not to make any corrections, additions or alterations in the original bid documents. If bidder makes any correction in his own entries the same shall be initialed and stamped by him.
14. The Earnest Money of the unsuccessful bidders shall be discharged and returned within seven days from the date of issue of Letter of Acceptance. The Earnest Money Deposit of the successful bidder shall be returned after signing of the agreement and start of work by the successful bidder.