

E-TENDER DOCUMENT

FOR

**Procurement of Design Consultancy and Engineering
Consultancy Services
for
Design & Construction of Super ECBC Green Building
of
Municipal Corporation, Bathinda at Civil Lines, Bathinda,
Punjab**

**MUNICIPAL CORPORATION, BATHINDA,
RAILWAY ROAD, BATHINDA-151001**

**Phone: 0164-2252811, 2252812
Website: mcbathinda.com Email: cmcbathinda@gmail.com**

TABLE OF CONTENTS

| SR. NO. | SUBJECT | PAGE NO. |
|---------|---|----------|
| 1. | NOTICE INVITING E-TENDER | 2 |
| 2. | BASIC DETAILS | 3 |
| 3. | BACKGROUND | 4 |
| 4. | SCOPE OF WORK | 4 |
| 5. | ELIGIBILITY CRITERIA FOR BIDDERS | 7 |
| 6. | DOCUMENTS TO BE ENCLOSED | 9 |
| 7. | PAYMENT TERMS | 9 |
| 8. | FEES | 10 |
| 9. | PERFORMANCE GUARANTEE | 11 |
| 10. | INSTRUCTIONS TO BIDDERS | 12 |
| 11. | FINANCIAL PROPOSAL | deleted |
| 12. | PREPARATION OF BIDS | 12 |
| 13. | EVALUATION OF BIDS | 13 |
| 14. | CONFLICT OF INTEREST | 13 |
| 15. | VALIDITY OF PROPOSALS | 13 |
| 16. | TIMELINES | 13 |
| 17. | RIGHTS OF MCB | 13 |
| 18. | CLARIFICATIONS & AMENDMENTS | 13 |
| 19. | PENALTY FOR DELAYS | 14 |
| 20. | FORCE MAJEURE | 14 |
| 21. | EXTENSION IN SCOPE | 15 |
| 22. | NOTICE | 15 |
| 23. | TAXES AND DUTIES | 15 |
| 24. | TECHNICAL CAPABILITY | 15 |
| 25. | ADDITION, ALTERATION AND VARIATION | 16 |
| 26. | NUMBER OF DRAWING SETS AND COPYRIGHT ETC | 16 |
| 27. | SELECTION PROCESS (QCBS BASIS) | 16 |
| 28. | OTHER TERMS & CONDITIONS | 19 |
| 29. | INFORMATION FOR BIDDERS | 21 |
| 30. | CONFIDENTIALITY | 22 |
| 31. | ANNEXURE - I (DETAILED INFORMATION BY THE BIDDER) | 23 |
| 32. | ANNEXURE - II (FORMAT FOR COVERING LETTER) | 25 |
| 33. | ANNEXURE-III (DETAIL OF EXPERIENCE) | 27 |
| 34. | ANNEXURE-IV (LAYOUT OF PLOT) | 28 |

MUNICIPAL CORPORATION BATHINDA, LOCAL GOVT. PUNJAB, DEPTT, PUNJAB
NOTICE INVITING E-TENDERS
eproc.punjab.gov.in
E-tender No MCB/2023-24/002

MCB invites E-tender from the reputed Architectural & Engineering Consultancy Firms for the following works:

| Name of the work | EMD (Rs.) | Date of start of downloading E-Tender document | Pre-Bid Meeting | Last Date & time for submission of Techno-Commercial bids | Date & time for opening of Technical bids |
|--|-----------|--|------------------------|---|---|
| Procurement of Design Consultancy and Engineering Consultancy Services for Design & Construction of Super ECBC Green Building of Municipal Corporation, Bathinda at Civil Lines, Bathinda, Punjab. | 50,000/- | 05.05.2023 | 17.05.2023 at 12:30 PM | 09.06.2023 upto 04:00 PM | 09.06.2023 at 05:00 PM |

| | |
|-----------------------|---|
| Bid Document Fees | Non-refundable Tender Document fee Rs. 5,000/- through on-line |
| E-Processing Fee | Non-refundable e-processing fee as per Govt. norms through on-line |
| Earnest Money Deposit | Earnest Money as mentioned shall be deposited through on-line mode only |

1. Eligibility criteria and other terms & conditions for the work are given in the Tender Document which can be downloaded from e-procurement-portal of Punjab Government.
2. Bidders shall have to get themselves registered with e-procurement-portal of Punjab Government - <https://eproc.punjab.gov.in/>.
3. Digital Signature, mandatory to participate in the e-tendering process. For any clarification/difficulty regarding e-tendering process flow, please contact 0172-3934667, 9257209340, 8054628821.
4. For any other queries or clarifications, may please contact MCB at 0172-2646384, 8699007080 or 9680039127.


Corporation Engineer
Municipal Corporation, Bathinda

BASIC DETAILS

| Sr. No. | Particulars | Details |
|---------|---|--|
| 1 | E-Tender no. | E-tender No MCB/2023-24/002 |
| 2 | Work Description | Procurement of Design Consultancy and Engineering Consultancy Services for Design & Construction of Super ECBC Green Building of Municipal Corporation, Bathinda at Civil Lines, Bathinda, Punjab. |
| 3 | Time Period for Assigned Work | 2 Months from the date of issue of work order for Design Component and further one year during Construction for Engineering Consultancy Services. |
| 4 | E-Tender Document Cost | Rs. 5,000/- through online mode only |
| 5 | Site Area | 5000 sq. yds. |
| 6 | Location of Site | Civil Lines, Bathinda |
| 7 | Amount of Earnest money | EMD of Rs 50,000/- through online portal |
| 8 | Date of start of downloading E-Tender document | 05.05.2023 from 11:00 AM |
| 9 | Last Date & Time for submission of e-bids on the portal | 09.06.2023 upto 04:00 PM |
| 10 | Date & Time for Opening of Technical e-bids | 09.06.2023 at 05:00 PM |
| 11 | Pre-Bid Meeting | 17.05.2023 at 12:30 PM |
| 12 | Validity of offer | 90 Days |

1. BACKGROUND

Municipal Corporation, Bathinda (MCB) being the progressive, environment and energy sensitive organization of Govt. of Punjab intends to build its new office green building under the guidelines of Bureau of Energy Efficiency (BEE) in the State of Punjab. The role of MCB is to promote the Energy Conservation Act-2001 in the State of Punjab under the guidelines of Bureau of Energy Efficiency (BEE), Ministry of Power, Govt. of India. MCB has taken various initiatives for Energy Conservation and Energy Efficiency.

Punjab ECBC is now mandatory in the State of Punjab to use energy efficiency and its conservation in buildings or building complexes that have connected load of 100kW or greater or contract demand of 120kVA or greater or having conditioned area of 500m² or more.

With addition of renewable energy onsite, Super ECBC buildings can easily become Net Zero. If required as per load, additional offsite location shall be identified for Solar Panels installation with MCB officials to make building Net Positive. The proposed building will contain all state-of-the-art technologies for demonstration model building for all stakeholders, students and general public for awareness creation.

2. SCOPE OF WORK

- 2.1 The bidder shall ensure that the proposed building is to be designed as a 'Super ECBC Building' with all the latest codes and features followed by ECBC & Green Building codes.
- 2.2 The following tasks are required to be performed:
 - Task 1 - Hiring of an Architect / Consultant for Construction of Super ECBC Demonstration building in the State of Punjab.
 - Task 2 - Evaluate, endorse building drawings, specification for ECBC compliance and estimate baseline EPI.
 - Task 3 - Monitor regular progress, provide guidance and recommendations to align with ECBC.
 - Task 4 - Review proposed & as-built drawings and equipment, confirm compliance to design
 - Task 5 - Approval of building plans from concerned authority, monitoring of construction as per building bye-laws & get completion certificate of building along with Super ECBC Compliant certification and Green Building Certification.
 - Task 6 - Acquire, verify performance data and demonstrate reduction on baseline EPI.



- Task 7 – Design of HVAC, Electrical, Plumbing, Fire, Green, ECBC & other related design consultancy services
- 2.3 The bidder is to provide complete "Procurement of Design Consultancy and Engineering Consultancy Services for Design & Construction of Super ECBC Green Building of Municipal Corporation, Bathinda at Civil Lines, Bathinda, Punjab." and shall be involved for the entire duration of the project.
 - 2.4 To furnish a site evaluation and analysis report with basic approach to Circulation, activity, distribution and interaction and external linkage.
 - 2.5 To prepare Site Plan (showing contours, features and services and facilities available), general Layout Plans/ Space Plans of the building and services, preliminary sketches/ design with drawing, giving details of useful areas, services areas, circulation areas and total plinth area/ built-up area and preliminary estimate to provide information in respect of magnitude of work and its components and service and cost of all such items involved.
 - 2.6 To prepare & submit the physical Models/ prototypes (in the desired scale) and 3D views for exterior & interior along with the walk-throughs of the entire scheme for detailed visualization as per the requirement.
 - 2.7 Preliminary planning of all internal and external utility services like Public Health Engineering (PHE services such as water supply, plumbing/ sewerage, storm water drainage, rain water harvesting etc.), Electrical (services including all the high side & low side such as power supply/ telephone/ networking points, UPS/power back-up system, internal & external lighting, ESS, DG sets etc.), Mechanical/ HVAC (Heating, Ventilation and Air-conditioning system), Firefighting system (including internal & external Fire Alarm & Fire-fighting appliances), landscaping (Development Plans, showing, compound walls, roads, paths, parks, paved areas, drains, culverts, plantation/ greenery/ vegetation, water bodies and lighting etc.), vertical accessibility (Lifts/ elevators, escalators etc.), developing universal accessibility & barrier-free environment, acoustical design, interior design, graphic design (including internal & external signage, monograms etc.), security system, energy monitoring systems, telecommunication system etc. indicating scope, specifications and costs separately of each sub-head.
 - 2.8 To prepare the DPR covering the following: Bills of quantities (BOQ) duly priced along with take- off sheets. All estimate shall be prepared on the basis of Central/ State Schedule of Rates (SOR) norms wherever applicable and on the basis of market rate analysis where these estimates should be comprehensive and should include all the items. Detailed Analysis of Rates (AOR) shall have to be submitted.
 - 2.9 Detailed Structural Drawings/Design Calculations for all the components of the building. Detailed Electrical/Mechanical Drawings/ Design Calculations for all the

components of the building including getting approvals from the concerned authorities.

- 2.10 To provide detailed model along with analysis, BOQ for implementation of Energy Monitoring System (EMS) in the proposed building.
- 2.11 The bidder will incorporate eco-friendly building materials like fly-ash bricks / AAC Blocks, low VOC paints, Insulation in Wall & Roof, LED Lighting, Energy Efficient Air Conditioning Systems, Water/ energy efficient equipment's & fixtures etc. as per prevailing government rules.
- 2.12 To prepare & submit required 5 nos. sets of Tender Documents, Tender Drawings, BOQ, Estimates, Specifications etc.
- 2.13 It shall be the responsibility of the bidder to carry out Soil Investigation and the Topographical survey at their own cost so as to ascertain the existing proposed area in respect to Roads, Services, and Trees etc.
- 2.14 The bidder shall get GRIHA/GEM Green Building certification of the proposed building.
- 2.15 Use of Building Integrated Photo Voltaic System (BIPV): Building integrated photo voltaic systems on building envelope may include any or all of the products i.e., thin film modules used as skylights or glass curtain walls, flexible modules laminated to building envelope element or mounted on building envelope substrate and double glass window solar panels. etc.
- 2.16 Net-Zero water design strategies may be considered in the design i.e. waste water management, water metering, low flow fixtures, waterless urinal, sensor based fixtures, grey water recycling & reuse, use of BIS labelled products and water harvesting.
- 2.17 The design may incorporate Waste management infrastructure i.e., waste segregation at source, waste to manure, waste to energy, recycling & reuse waste including organic waste.
- 2.18 Green Transportation Infrastructure: Bicycle stands and EV charging infrastructure
- 2.19 The necessary approval of building plans & any coordination from the concerned authority having jurisdiction will be in the scope of work of bidder.
- 2.20 To cover all aspects of HVAC, Lighting, Electrical, Fire, Plumbing, ECBC, Green & other design or consultancy-based services.
- 2.21 Any other site work or any similar works inspection or any other site visit / inspection related works to be covered under the scope of work of bidder.
- 2.22 Any other work / activity required to complete the work but not mentioned in DNIT, will also be covered in the scope of work of bidder subject to the satisfaction of MCB.
- 2.23 The bidder has to complete the entire design work of proposed building along with



approval of building plans from concerned authority having jurisdiction shall not exceed duration of 2 months from the date of issue of work order subject to the satisfaction of MCB.

- 2.24 The above stated requirements are compulsory to be fulfilled by the Bidder and MCB may also ask for any additional information as may be deemed necessary in public interest.
- 2.25 The Bidder shall establish an office in Bathinda during Construction phase for providing Engineering Consultancy Services.
- 2.26 Reviewing the project plans, work schedule and specifications to ensure compliance with applicable regulations and standards.
- 2.27 Conducting periodic inspections to ensure that the construction is progressing according to the plans and specifications.
- 2.28 Monitoring the quality of materials used in the construction process.
- 2.29 Determine the Project Facilities Completion Schedule including works and activity schedule for the Contractor.
- 2.30 Verifying that the construction is being carried out in compliance with all relevant safety and environmental regulations. Conduct tests at intermediate stage and upon final completion to ensure good quality of construction works.
- 2.31 Providing regular reports to the Municipal Corporation of Bathinda on the progress of the construction.
- 2.32 Conducting regular meetings with the construction contractor to discuss progress and any issues that may arise.
- 2.33 Providing recommendations for corrective action if any issues are identified during the construction process.
- 2.34 Recommend for issuance of Completion Certificate.
- 2.35 Cross verification of the RA Bills/payments.
- 2.36 Propose changes in design, if any required with impact on project cost, schedule and certification.
- 2.37 Review the Quality Assurance Plan submitted by the Contractor and submit report within 14 days.
- 2.38 Ascertain the Defects & Liabilities of the Contractor.

3. ELIGIBILITY CRITERIA FOR BIDDERS

The Bidder shall provide sufficient documentary evidences to satisfy the following conditions:

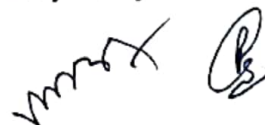
- 1) The bidder should be Architectural / Engineering Consultancy firm.



- 2) The bidder should be a firm or company registered under Indian Companies Act.
- 3) Joint Ventures/ Consortium are not eligible to apply.
- 4) The bidder must be in operation for a minimum period of 8 years.
- 5) The bidder should have been registered with Council of Architecture (COA) of India.
- 6) The bidder should have at least five (5) years of work experience in the same field of architectural planning, detailed design and providing Consultancy Services for energy efficient buildings or sustainable buildings design.
- 7) Bidder must have completed or ongoing atleast 3 projects related to ECBC compliance & Green Building Certification having total worth value of projects amounting to Rs. 5 Crores.
- 8) Bidder must have a turnover of atleast Rs. 75 lakhs every year during last three financial years i.e., F.Y 2020-21, 2021-22, 2022-23.
- 9) Bidder must be in profit in any one of the last 3 financial years.
- 10) Bidder shall have knowledge of ECBC Compliance, Green Buildings and Net Zero / Net Positive Energy Buildings.
- 11) Bidder shall have experience on Passive design features in designing of energy efficient buildings.
- 12) Bidder shall have achieved Credentials or Certifications like GRIHA CP, GEM CP, LEED AP, IGBC AP, BEE Certified Energy Managers / Energy Auditors & ECBC Design Professionals or Expert Firms.
- 13) The bidder should nominate at least 1 Team Lead having more than 10 years of experience working in the field on Energy Efficiency in Buildings.
- 14) The team should be full time available at MCB's discretion till the completion of the work. No change in team member is permitted without the permission of MCB.
- 15) Not be involved in any major litigation that may have an impact affecting or compromising the delivery of services as required.
- 16) Not be black-listed by any Central / State Government / Institution / Public Sector Undertaking in India.

The bidder's role & responsibilities will include but not limited to:

- I. The bidders are required to confirm that the Similar Works / Projects completed during the last 05 years have been executed by them independently and not got executed through another bidder on back to-back basis.
- II. The Completion Certificates for satisfactorily completed Similar Works/



Projects should be issued by an Officer/ Authority not below the rank of Executive Engineer or equivalent. The certificate should include the value of the project stating cost of overall project with details, year of completion and time over-run if any.

- III. The bidder must be registered under GST Act as per applicable law and submit the details with income tax registration.
- IV. Any additional work may not be mentioned in DNIT required to be completed by bidder for successful completion of work subject to the satisfaction of MCB.
- V. The bidder has to complete the entire design work of proposed building along with approval of building plans from concerned authority having jurisdiction shall not exceed duration of 2 months from the date of issue of work order subject to the satisfaction of MCB.

4. DOCUMENTS TO BE ENCLOSED

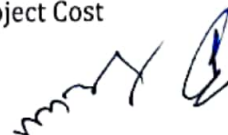
The following documents should be attached with Technical Proposal:

- a. Registration/ incorporation certificate.
- b. List of projects undertaken for last five years as a proof of experience certificate.
- c. Work orders awarded to the bidder by SDA / any other organization to be attached.
- d. Income tax returns certificates for last three years along with PAN card.
- e. Audited balance sheets of last three financial years i.e., F.Y. 2020-21, 2021-22, 2022-23.
- f. CVs of the Architects, Engineers & Consultants along with education qualification certificate & experience certificates and along with Credentials Certificates too.
- g. GST Certificate to be attached.
- h. Undertaking for declaration for not being involved in any major litigation that may have an impact affecting or compromising the delivery of services as required.
- i. Undertaking for declaration for not being black-listed by any Central / State Government / Public Sector Undertaking in India.

5. PAYMENT TERMS

The Project entails a fixed Design Award (Rs15 Lacs) and subsequent Engineering Consultancy Service Charges as under:-

- A. Design Award: Rs15 Lac to the selected Bidder
- B. Engineering Consultancy Services: 1% of the Total Project Cost



The Component-wise payment structure is as follows:

| Sr. No. | Activity/ Deliverable | Elapsed time | Fees Payable |
|-----------|--|---|---|
| A. | Design Component | | |
| 1 | After ascertaining requirements, preparation and submission of conceptual scheme of the building, master Plan and all drawings required for approvals including all external and internal services drawings along with preliminary cost estimates of the project to the satisfaction of Competent Authority. | 30 Days from date of signing of the Agreement | 30% of the Design Fee |
| 2 | Preparation & Submission of Detailed design, calculations, proof checking report, tender Drawings, specification, detailed estimates, B.O.Q, Tender Document etc. External & Internal systems and services for approval by the agency. | 15 days from the Date of approval of above Milestone-1 | 25% of the Fee |
| 3 | On submission of complete sets of working drawings sufficient for commencement of work for the building, internal and external services with all the details required for execution of the works and their approval by the agency. | 15 days from the Date of approval of above Milestone-2 | 25% of the Fee |
| 4 | On certification of Building for Super ECBC compliant by Competent Authority | - | 20% of the Fee |
| B. | Engineering Consultancy Services | | |
| 1 | Engineering Consultancy Services during construction phase | RA Bills & Final Bill as & when Certified Bill is presented by the Engineer & approved by Competent Authority | 0.75% of each Bill amount |
| 2 | Upon Completion | On certification of Building for Super ECBC compliant by Competent Authority | Balance 0.25% of Gross Bill of Contractor |

6. FEES:

- All bids must be accompanied by a non-refundable Bid Document Fee (BDF) of Rs. 5,000/- (Rupees Five Thousand Only) and refundable Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees Fifty Thousand only)
- Earnest Money and Processing fee shall be deposited online through IPG / RTGS mode (Internet Payment Gateway) only, failing which the E-tender will be rejected.

- c. No exemption whatsoever of any kind will be allowed to any bidder in respect of Earnest Money Deposit.
- d. Proposals not accompanied by BDF and EMD shall be rejected as non-responsive.
- e. No interest shall be payable by MCB on EMD
- f. No relaxation shall be claimed for BDF or EMD
- g. The EMD of the unsuccessful bidders would be returned back.
- h. The EMD of the successful bidder will be released after submission of Performance Bank Guarantee within 15 days from the date of issue of work order.
- i. The EMD shall be forfeited by MCB in the following events:
 - i. If the bidder withdraws its proposal.
 - ii. If the bidder does not complete the assigned work to the satisfaction of MCB.

7. PERFORMANCE GUARANTEE

The bidder shall bound to submit a bank guarantee of Rs. 5.00 Lacs (Rupees Five Lacs Only) valid for a period of 15 months within 15 days from the date of issue of work order. The Performance guarantee shall be released after 3 months of successful completion of work to the satisfaction of MCB.

This Bank Guarantee shall be interpreted in accordance with the laws of India and the courts at Chandigarh shall have exclusive jurisdiction. The Guarantor Bank represents that this Bank Guarantee has been established in such form and with such content that it is fully enforceable in accordance with its terms as against the Guarantor Bank in the manner provided herein. This Bank Guarantee shall not be affected in any manner by reason of merger, amalgamation, restructuring or any other change in the constitution of the Guarantor Bank. This Bank Guarantee shall be a primary obligation of the Guarantor Bank and accordingly MCB shall not be obliged before enforcing this Bank Guarantee to take any action in any court or arbitral proceedings against the Bidder, to make any claim against or any demand on the Bidder or to give any notice to the Bidder or to enforce any security held by MCB or to exercise, levy or enforce any distress, diligence or other process against the Bidder.

MCB shall be entitled to encash the performance bank guarantee submitted by the bidder or part thereof in order to impose penalty upon the bidder for non-fulfillment any of the obligations provided under the tender.



8. INSTRUCTIONS TO BIDDERS

The proposals should be submitted online in requisite formats on <https://eproc.punjab.gov.in/> along with required documents.

Technical Proposal should include a covering letter as per Annexure-I, II & III and should include names & CVs of experienced professionals and Experience Certificates of Completed works associated with the bidder along with their copy of registration certificate.

It should also include documents related to minimum eligibility criteria as per the Tender requirements of bidder.

The bids should be submitted online at eproc.punjab.gov.in.

- Preliminary scrutiny of the proposal will be made to determine whether they are complete, whether required process fee has been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- Proposals not conforming to such preliminary requirements will be prima facie rejected.
- The proposals would be evaluated on the basis of the pre-qualification criteria and bidder's prior experience in the areas mentioned above. However, MCB in its sole/absolute discretion can apply whatever criteria deemed appropriate in determining the responsiveness of the E-tender submitted by the respondents. Financial Bids of only those companies who will qualify technically will be opened & evaluated.
- The proposal shall include all costs related to the work including travel, boarding, lodging, manpower cost those stated in the scope of work.
- The decision of MCB shall be binding upon all the bidders.

9. Deleted

10. PREPARATION OF BID

- a. The bidder is advised to visit the various departments & technicians at his own expenses and obtain all information that may be necessary for preparing the proposals.
- b. Each bidder shall submit only one bid. Companies shall not contact other companies on matters relating to this tender.



- c. The bid shall comprise of two bids, i.e., the Technical Bid and the Financial Bid. Both bids shall be submitted online simultaneously.

11. EVALUATION OF BIDS

Upon receiving bids from the prospective companies, firstly the technical e-bids submitted by the prospective companies shall be evaluated by the e-tender evaluation committee. Consequently, only that bidder who gets maximum marks during evaluation on the given parameters of this document (Cl. 25) by e-tender evaluation committee shall be get the Award.

12. CONFLICT OF INTEREST

- a. MCB requires that the bidder should provide professional, objective, and impartial advice and at all times hold the MCB interests paramount, strictly avoid conflicts with other assignments/jobs or their own corporate interests and act without any consideration for future work.
- b. The bidder shall not receive any remuneration in connection with the assignment except as provided in the work contract.
- c. The bidder shall not be engaged for any assignment that may place them in a position of being unable to carry out the assignment in the best interest of MCB.

13. VALIDITY OF PROPOSALS

Proposals shall remain valid for a period of 90 days from the date of opening of technical bid. A proposal valid for shorter period may be rejected as non-responsive.

14. TIMELINES

The bidder shall be engaged for design, construction supervision & completion of proposed building. The design part is required to be completed within 2 months from the date of issue of work order for completion of project and handover to MCB to the satisfaction.

15. RIGHTS OF MCB

MCB reserves the right to accept or reject any proposal, and to accept the process and reject all proposals at any time prior to the signing of the agreement, without thereby incurring any liability to the affected Respondent(s) or any obligation to inform the affected Respondent(s) of the grounds for such decision.

16. CLARIFICATIONS & AMENDMENTS

- a. During technical evaluation of the proposals, MCB may, at its discretion, ask Respondents for clarifications on their proposal. The Respondents are required to respond within the time frame prescribed by MCB.

- b. At any time prior to the last date for receipt of bids, MCB, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective respondent, modify the E-tender document by an amendment. In order to provide prospective respondent reasonable time in which to take the amendment into account in preparing their bids, MCB may, at its discretion, extend the last date for the receipt of Bids and/or make other changes in the requirements set out in e-tender and/or cancel the E-tender.
- c. The amendments shall be notified through MCB's website and such amendments shall be binding on them.

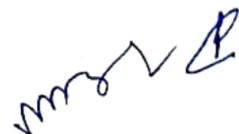
17. PENALTY FOR DELAYS

- a. The time allowed for carrying out the work as per the work order shall be strictly observed by the bidder and shall be reckoned from the date on which the order to commence work is given to the bidder.
- b. The work shall throughout the stipulated period of the contract period be proceeded with all due diligence (time being deemed to be the essence of the contract on the part of the bidder.
- c. Work order shall be cancelled if bidder fails to complete the work within the stipulated time period.
- d. Failure to complete the work within the stipulated time period i.e., 2 months for complete designing of building and submission of related drawings except force majeure, the bidder shall be liable for penalty @2% of the total work order value for every week of delay or part therefore subject to the maximum of 10% of project work order value for the project, except for delays on account of force majeure events.

18. FORCE MAJEURE

The bidder hereto shall be wholly or partially prevented from performing any of its obligations under this Agreement by reason of or on account of lightning, earthquake, fire, floods, invasion, insurrection, rebellion, mutiny, civil unrest, riot, epidemics, explosion, the order of any court, judge or civil authority, change in applicable law, war, any act of God or public enemy or any other similar cause or reason reasonably beyond its control and not attributable to any negligent or intentional act, error or omission, then bidder shall be excused of its obligations/ liabilities under this agreement and shall not be liable for any damage, sanction or loss resulting there from to the MCB.

The bidder invoking this clause shall satisfy the MCB of the existence of any Force Majeure event and give written notice within seven (7) days of the occurrence of such Force Majeure event and also take all reasonable and possible steps to eliminate, mitigate or overcome the effect and consequence of any such Force Majeure event.



19. EXTENSION IN SCOPE

MCB may extend the scope of work at its sole discretion at mutually agreeable terms & conditions.

20. NOTICE

Any notice given by one party to the other pursuant to the contract shall be sent in writing or by email or telegram and confirmed in writing to the address specified for that purpose in the special condition of contract. A notice shall be effective when delivered or on the notice's effective date, whichever is later.

21. TAXES AND DUTIES

The Prize Money for Design Consultancy and Fee for Engineering Consultancy Services shall remain fixed and firm during the period of contract and shall not be subject to change due to any increase in price of services. Taxes and statutory duties if any, imposed on services, by Punjab State Government shall be paid by Bidder himself as applicable at the time of delivery.

22. TECHNICAL CAPABILITY

The bidder should have in-house capability of sufficient number of technical and administrative staff. The bidder should submit a list and details of these employees stating clearly how these employees would be involved in this work. Further, the bidder should submit the list of Consultants, Specialists and experts of Civil, Structural, MEP services etc. either in-house or through tie ups for proper planning, designing and execution of the contract work (each with a minimum of experience as indicated below), who shall be engaged for engineering and detailed design of the project by the bidder. The qualification of the Key Personnel is indicated below along with the minimum experience. The experience shall be duly supported by proper documents. Bidders will be solely responsible for the correctness and accuracy of such documents produced in support of qualification and experience. Needless to say that the minimum requirement of the personnel listed below has to be fulfilled, otherwise, bid will be summarily rejected.

| Sr. No. | Personnel/ Expert | Min. Experience | Qualification |
|---------|--|-----------------|--|
| 1 | Principal Architect/ Lead Architect (Act as a Team Leader) | 10 years | B. Arch. From recognized Universities and registered with COA |
| 2 | Civil Engineer | 10 years | B.E. /B. Tech (Civil Engg.) |
| 3 | Structural Engineer | 08 years | M.E./ M. Tech. (Structure) Fellow membership of The Institution of Engineers (India) or equivalent |
| 4 | Electrical Engineer | 08 years | B.E./ B. Tech. in relevant stream |
| 5 | Mechanical/ HVAC Engineer | 08 years | B.E./ B. Tech. in relevant stream |

23. ADDITION, ALTERATION AND VARIATION:

MCB shall have the right to request in writing for additions, alterations, modifications or deletions in the design and drawing of any part of the work and to request in writing for additional work in connection therewith and the bidders shall comply with such requests without any extra cost. No extra payment shall be made to the bidder by MCB on account of such additions & alterations as enumerated above.

24. NUMBER OF DRAWING SETS AND COPYRIGHT ETC.

The bidder shall supply free of charge to MCB, the adequate no. as specified elsewhere of following documents in soft as well as hard copies.

- i) Detail Project Reports (DPR) with colored drawings. – 3 Nos.
- ii) All the Drawings and estimates to be submitted to MCB. – 5 Nos.
complete detailed design calculations (structural and other services) including supply of drawings incorporating subsequent modifications. – 5 Nos.
- iii) All working drawings for all the components (Good for Construction Drawings). – 3 Nos.
- iv) Detailed Estimates and Analysis of Rates of all the works. – 5 Nos.
- v) Completion drawings and detailed documents. – 5 Nos.
- vi) Tender documents/ tender drawings as per MCB requirements. – 5 Nos.
- vii) Fabrication Drawings of all equipment, if any. – 5 Nos.
- viii) As built drawings after completion of project. – 5 Nos.

The bidder shall supply free of charge to MCB all the estimates, Bill of Quantities (BOQ), detailed designs, reports and any other details envisaged under this agreement, including drawings architectural, structural, electrical, HVAC or other services (internal and external) would be supplied by the bidder as per the scope of work and as indicated above. Any extra sets of drawings, if required MCB shall be supplied at mutually agreed cost. All these drawings will become the property of MCB. The drawing cannot be issued to any other person, firm or authority or used by the bidder for any other project. No copies of any drawing or document shall be issued to anyone except MCB and authorized representative of MCB.

25. SELECTION PROCESS

The whole DPR of eligible bidders will be reviewed by the technical committee comprising of professionals from all related fields, and will be evaluated on the basis of Criteria elaborated hereunder:

Review Process

The analysis of DPR is divided into two parts:



- **The First part** is the analysis of DPR including concept design, drawings, and simulation reports submitted by the bidders. The DPR must incorporate every possible requirement as per the scope of work & all possible innovative ideas.
- **The Second part** is review of power point presentation by the bidder.

Each eligible bidder shall be evaluated by the technical committee & awarded marks based on the weightage of marks as mentioned below:

| Particulars | Marks |
|--|------------|
| Work Experience | 20 |
| Designing Concept - DPR including concept Design, Drawings, and Simulation reports | 40 |
| Presentation through PowerPoint of the proposed design idea | 20 |
| Marks for Estimated Total Project Cost | 20 |
| Total Marks | 100 |

A. Criteria for Review

The whole review process will be based on the following parameters: -

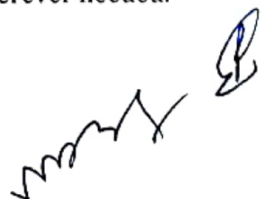
| A. Work Experience | | |
|--------------------|---|---------------|
| Sr. No. | Requirement | Maximum Marks |
| 1 | 1 mark for each additional year of company operation in the field of Energy Efficiency (Above 8 years of operation) | 5 |
| 2. | 1 mark for each additional completed project related to Sustainability of min. 10 lacs sq.ft. area (Above 3 projects) | 5 |
| 3. | 1 mark for each additional work experience of team lead & team members (Above 10 years of experience) | 5 |
| 4. | 1 mark for each additional credentials of team members i.e., BEE Certified AEA, Energy Auditor, Energy Manager, ECBC Master Trainer, GRIHA CP, GEM CP, IGBC AP, LEED AP or equivalent | 5 |
| Total Marks | | 20 |

| B. Designing Concept | | |
|----------------------|------------------------------|--|
| Sections | Parameters | Key Point of the review |
| Section 1 | Relevant laws | <ul style="list-style-type: none"> • Adherence to the local Bye-laws, synchronised with super ECBC, Net energy positive, Green Building & Star rating |
| Section 2 | Architecture: Concept Design | <ul style="list-style-type: none"> • Passive design strategies, Climate responsive design • Architectural Plan / Space Utilization and 3D |

| | | |
|----------------------------|--------------------------------------|---|
| | | form. |
| Section 3 | Programs & Ratings | <ul style="list-style-type: none"> • Compliance to super ECBC envelope design • Adherence to Green rating system • Approach to achieve Net positive building |
| Section 4 | Interior & exterior Design | <ul style="list-style-type: none"> • Efficient indoor & outdoor space use strategies • Building form & views • Building Model |
| Section 5 | Landscape | <ul style="list-style-type: none"> • Sustainable design approach to landscape design with focus on outdoor water efficiency, protecting biodiversity and reduction in outdoor light pollution. • Specifications for appropriate use of native/adaptive /drought tolerant species |
| Section 6 | HVAC & Lighting design | <ul style="list-style-type: none"> • Specification of energy efficient thermal comfort system • Simulation Reports |
| Section 7 | Renewable Energy & Electrical System | <ul style="list-style-type: none"> • Approach to grid interactive net positive building • Specification for integration of on-site renewable energy such as solar & wind power plant |
| Section 8 | Water & Waste Management | <ul style="list-style-type: none"> • Specifications for net zero water design strategies with water harvesting system • Specifications for waste water reuse & recycle schemes • Specifications for Waste management, Waste to energy & Waste Reduction strategies |
| Section 9 | Materials | <ul style="list-style-type: none"> • Specifications on use of low embodied sustainable materials for building & interiors |
| Section 10 | Others | <ul style="list-style-type: none"> • Integration of innovative ideas / technologies other than above |
| Each section 4 marks i.e., | | Total Marks - 40 |

B. Presentation

- The selection of bidders for presentation will be on the basis of total marks obtained from work experience & designing concept section.
- The eligible top 5 bidders shall present their DPR as per the work mentioned in the scope of work section with maximum 25 nos. of slides. The bidder shall have to present his presentation on the date to be fixed by MCB.
- The maximum marks for presentation are limited to 20 marks. It is the sole discretion of the review & evaluation committee to evaluate the presentation on the grounds of requirements of MCB.
- The presentation including concept design, all technical details, drawings, 3D views, simulation reports & other details shall be MCB's property & MCB may use the components of DPR & presentation as, when & wherever needed.



C. Total Project Cost

- i. Only those Bidders who have secured minimum 60 marks in Technical Evaluation as per above, Technical evaluation marks = Marks (A) + Marks (B) + Marks (C) will be considered further for Marks for Estimated Project Cost Evaluation Criteria.
- ii. The Total project Cost assumed by MCB is Rs20 Cr. The Total Project cost includes all Civil, Electrical, PHE, Horticulture works but does not include Consultancy Charges. The marks shall be given to Bidders based upon the Estimated Cost given by them for their submitted proposal. The marks shall be calculated by the formula given hereunder:

$$\text{Marks obtained by any Bidder (D)} = 20 * [1 - (L_n - L_1 / L_1)]$$

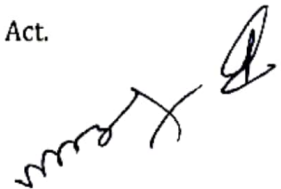
Where L_1 & L_n are the Total Project Cost, which is minimum/lowest quoted by any participant bidder and the Total Project Cost by the Bidder under consideration respectively.

$$\text{Final Technical evaluation marks} = \text{Marks (A)} + \text{Marks (B)} + \text{Marks (C)} + \text{Marks (D)}$$

The bidder who will secure highest marks in final evaluation, will be selected for the task mentioned in the tender.



26. OTHER TERMS & CONDITIONS:

- i. Bids should be submitted through e-tendering process.
- ii. Bidder is required to quote lump-sum rate in the financial bid.
- iii. The rates should be through rates including all taxes / GST levies, freight, octroi etc.
- iv. The completion period will 2 months from the date of placement of work order.
- v. The undersigned does not bind himself to accept the lowest rate or any bid and reserve to himself the right of accepting the whole or part of the bid and bidder shall be bound to perform the same at the quoted rates.
- vi. The bidder shall comply with the provisions of Apprentices Act, 1961, Minimum wages Act, 1948 workmen's compensation Act, 1923, Contract Labour (Regulation and abolition) Act 1970 Payment of wages Act, 1936. Employees Liability Act 1938, Maternity Benefits Act 1961, and The Industrial Dispute Act, 1947, as applicable and the rules and regulations issued there-under from time to time. Failure to do so shall amount to breach of the contract and the nodal officer may at his discretion, terminate the contract. The Architect / Consultant shall also be liable for any pecuniary liability arising on account of violation by him of provisions of the Act.



- vii. Unless otherwise stated, the contract shall be for the whole work as described in the scope of work. The bidder shall be bound to complete whole the work as described.
- viii. The bid shall be typed or written in indelible ink and shall be signed by the bidder or a person or persons duly authorized to sign on behalf of the bidder. All pages of the bid document containing the entries and all corrections or amendments made therein shall be initiated by the person or persons signing the bid.
- ix. Incomplete bid or bids not fulfilling any of the conditions specified above are liable to be rejected without assigning any reason.
- x. The scope of work can be increased or decreased by MCB at any time.
- xi. In case of any question, dispute or difference what so ever arises between MCB and the bidder in connection with this tender, the same shall be referred for arbitration before the sole Arbitrator. The arbitration shall be governed by Arbitration & Conciliation Act 1996 as amended upto date. The place of Arbitration shall be at Chandigarh. The award rendered by the sole Arbitrator shall be final and binding on both the parties. Work under the tender will remain in progress during the arbitration proceedings unless otherwise directed by the competent Authority/Court.
- xii. In case of emergency / exigency, MCB retains the right to split the allocation of work.
- xiii. That in case of any misrepresentation / concealment / false submissions made by the bidder at the time of submission of the bids, the bidder will be debarred / blacklisted from any further dealing with MCB.
- xiv. All disputes relating to this work shall be subject to the jurisdiction of Chandigarh and Chief Executive, MCB shall be the sole arbitrator.
- xv. MCB reserved the right to accept or reject any or all the bids without assigning any reason thereof.


Corporation Engineer
Municipal Corporation, Bathinda

27. INFORMATION FOR BIDDERS

Municipal Corporation Bathinda (MCB) has been designated as the State Designated Agency (SDA) to coordinate, regulate and enforce provisions of the Energy Conservation Act with in the State of Punjab.

MCB with the support of **Bureau of Energy Efficiency (BEE)**, planned to construct a Super ECBC Green model building at Civil Line, Bathinda in the State of Punjab to set an example or a milestone for the upcoming buildings to become energy efficient in the State of Punjab.

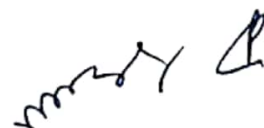
The Agency is looking for competent and experienced consulting firms / individuals who can provide comprehensive consultancy service to the Agency for this work in the campus.

Site Details –

The project site is located in Civil Lines Area, Bathinda, Punjab. The available plot area is about 5000 Sq. yds. (Annexure-IV).

Brief Requirements-

- (i) The building shall be separate, standalone building. Building shall be accessible to all & compliant with the guidelines for usage by Divyang persons as per GOI norms.
- (ii) The building shall be planned with proper spaces for different activities.
- (iii) The building will be multi-storied (G+4).
- (iv) The building form, fit, and finish must meet international standards
- (v) Durable, cost-effective and maintenance-free finishes shall be introduced for Building facades and also for the interiors.
- (vi) The building shall be unique of its kind, though well gelled with the existing Architecture of the campus.
- (vii) To this end, the components of the building should reflect a world-class Operation. Items such as, the entrance designs and qualities of the doors, Windows, floors, lavatories, and walls are just a few of the components we desire to project an image of the building's workmanship and appealing visual aesthetics.
- (viii) All quality and durability enhancements should be in the construction plans.
- (ix) Building shall follow the latest updated codes of Super ECBC building for all the components of the buildings. (Building envelope, Lighting and control, Thermal comfort, Electrical and renewable)

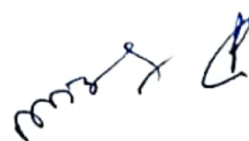


The proposed of MCB at Civil Lines, Bathinda shall be of 90000 to 100000 sq. ft. Area which consist of the following areas:

1. House meeting Hall - 150 Persons
2. Conference Room 1 - 50 Persons
3. Conference Room 2 - 20 Persons
4. Mayor's, Sr. Deputy Mayor's & Deputy Mayor's Room - 1 each
5. Commissioner's Room -1
6. Joint Commissioner's Room -2
7. Superintending Engineer/STP Room -3
8. Secretary Room -1
9. Branch Superintendent Room - 5
10. Executive Engineer's /MTP Room - 5
11. AE/ATP/CSI/Health Officer/ Law Officer Room - 10
12. Section Officers/BI/Inspectors -25
13. Work stations for Clerks -100
14. Public Service Center -1
15. Public Utilities (Rest Rooms) on each floor
16. Common Circulation Area
17. Waiting Area
18. Canteen
19. Public Waiting Hall - 50 persons
20. Basement Parking & at grade parking meeting byelaws requirements.
21. EV Charging Station in Parking
22. Store Room
23. Record Room

28. CONFIDENTIALITY

Information relating to evaluation of tenders and recommendations concerning awards shall not be disclosed to the Bidders who submitted the tender or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Bidder of confidential information related to the process may result in the rejection of its tender and may be debarred from participating in future tenders.



Detailed Information by the Bidder

| | | |
|-----|--|--------------------------|
| 1. | Name of Bidder | |
| 2. | Postal Address | |
| 3. | E-mail address for communication | |
| 4. | Telephone/ Fax No. | |
| 5. | Name, designation, address, contact number and Email of the representative of the Bidder to whom all references shall be made. | |
| 6. | Eligibility of Bidder for Consultation of Super ECBC Model building (Architect / Engineer / Consultant) | |
| 7. | Nature of the firm (Partnership / Pvt. Ltd /Public Ltd. Co./ Public Sector, etc.) Attach attested copy of Registration & Partnership deed/ Memorandum of Association | |
| 8. | Amount and particulars of the Tender cost | |
| 9. | Amount and particulars of the Earnest Money Deposited. | |
| 10. | Total turnover of 50 Lakhs during last three years (Attach turnover certificate of last 3 years duly certified by CA on his letterhead) | |
| 11. | PAN NO. (Copy of certificate to be enclosed) | |
| 12. | GST No. (copy of certificate to be attached) | |
| 13. | Provide the registration of firm, architect/engineer registration number experience certificate, work experience. | |
| 14. | Has the Bidder/firm ever been blacklisted by any institution for undertaking any work? | Yes / No |
| 15. | a) The concerned firm shall have previous experience of construction / consultation of any green building. (and / or) b) The concerned firm shall have previous experience of construction / consultation of any ECBC compliance building. <i>(Submit the copies relevant work orders/ purchase order issued in favour of bidder)</i> | Yes / No Yes / No |

| | | |
|-----|---|--|
| 16. | Provide valid Test Certificates of the soil testing <i>(Submit the copies test certificates)</i> | |
| 17. | Any other information attached by the Bidder (Details of Annexure / page no. where its enclosed) | |
| 18. | Does Bidder have any relative working in MCB? If yes state the Name and designation. | |

(Signature of Authorized Person for this Application)

Name:

Designation:

Stamp of Bidder:

Date:

mmx *z*

Format for Covering Letter (On Respondent's Letter Head)

Date:

To,



**Superintending Engineer
Municipal Corporation
Bathinda**

Sir,

Sub: Procurement of Design Consultancy and Engineering Consultancy Services for Design & Construction of Super ECBC Green Building of Municipal Corporation, Bathinda at Civil Lines, Bathinda, Punjab

I/We, the undersigned, having read and examined in detail the E-Tender document, do hereby express our interest to provide the services as specified in the Tender.

1. I/We have read the provisions of E-tender and confirm that these are acceptable to us and further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
2. Until the formal final Contract is prepared and executed between us, this Proposal shall constitute a binding contract between us.
3. We hereby declare that all the information and statements made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.
4. We understand you are not bound to accept any proposal you receive.
5. The Bidder has not indulged in any corrupt or fraudulent practices in preparing this proposal.
6. The person signing the cover letter and the proposal has due authorization.
7. I/We shall bear all costs incurred in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.
8. I/We are enclosing all the documents as per eligibility criteria mentioned in the tender
9. Our correspondence details are:



| | | |
|---|---|--|
| 1 | Name of the Bidder | |
| 2 | Address of the Bidder | |
| 3 | Name of the contact person to whom all references shall be made regarding this E-Tender | |
| 4 | Designation of the person to whom all references shall be made regarding this Tender document | |
| 5 | Address of the person to whom all references shall be made regarding this tender document | |
| 6 | Telephone (with STD code) / Mobile No. | |
| 7 | E-mail of the contact person | |
| 8 | Fax No. (With STD code) | |

10. We also understand that any decision taken by CMC, MCB shall be final and binding on both the parties.

Thanking you,

Yours faithfully

(Signature of Authorized Person for this Application)

Name:

Designation:

Stamp of Bidder:

Date:

Place:



Details of Experience

Please fill in information about Experience in the last three years.

| Details | Year | | | Total |
|---|-----------|-----------|-----------|-------|
| | 2020 - 21 | 2021 - 22 | 2022 - 23 | |
| Applying for Consultation for Design and BOQ of Super ECBC building | | | | |
| No. of Green Buildings Constructed/Consultation | | | | |
| No of ECBC Building Constructed/Consultation | | | | |
| Total contract amount (Rs.) | | | | |

Note :

- The bidders have to fill the details of experience for one or more Green buildings or ECBC building Construction/ Consultation.
- Enclose copies of related work orders / purchase orders issued in favour of bidder along with proof for satisfactory completion of that work.

manj &

LAYOUT OF PLOT



Geolocation

 $30^{\circ}12'10''N$ $74^{\circ}57'01''E$, Elevation 236 m