

GOVERNMENT OF WEST BENGAL
DIRECTORATE OF FORESTS,
Office of the Principal Chief Conservator of Forests (Head of Forest Force), W. B.
'Aranya Bhavan', Block LA-10A, Sector – III, Salt Lake City
Kolkata – 700 098

Tender Notice No. 01/ GDD of 2010-11

Tender for Appointment of Architects

Principal Chief Conservator of Forests (Head of Forest Force), West Bengal invites offer from reputed/ registered agencies under two bid system for providing architectural services for :

- (1) Construction of two additional floors of Aranya Bhaban at Block-LA-10 A, Saltlake City, Sector-III, Kolkata-700098 &
- (2) New Construction of one G + 3 Office Building at Block- AE -391, Saltlake City, Sector-I, Kolkata-700064.

Non-transferable Tender Documents containing the scope of the work, eligibility criteria and other terms and conditions can either be down loaded from **www.westbengalforest.gov.in** or can be purchased from the Attached Forest Ranger-I in the office of the Principal Chief Conservator of Forests (Head of Forest Force), West Bengal , Aranya Bhavan, Block LA-10 A, Salt Lake City, Sector-III, Kolkata-700098 between 11.30 a.m. to 4.30 p.m. on working days during 21.05.2010 to 31.05.2010. On payment of Rs 500.00 (Rupees five hundred) only in cash or by means of DD/Pay Order payable at Kolkata drawn on any Nationalized/ Scheduled Bank favouring Asst. Chief Conservator of Forests, General Direction Division, W.B. Incase the Tender Documents are downloaded from website, a Pay Order/DD of Rs 500.00 (Rupees Five hundred) only towards the cost of tender document should accompany the offer.

Separate sealed covers of pre-qualification & commercial bids (Both put in a sealed cover super scribing “ Offer for appointment of Architects”) should reach to the Asst. Chief Conservator of Forests ,W.B., Aranya Bhavan, Block-LA-10A ; Salt Lake City, Sector -III, Kolkata-700098 latest **by 2.00 p.m. of. 03.06.2010.**

Sd/- P.K. Pandit
Asst. Chief Conservator of Forest
General Direction Division, W.B.

1. Basic Criteria for pre-qualification of Architectural Firms

- (a) Agencies who presently work with Govt. Organizations, Banks, Public Sector Undertakings, reputed Corporate agencies etc. & having at least 05 years of continuous experience in Architectural field, as on 1/1/2010 are eligible to bid.
- (b) The Agency should have executed projects of similar nature at least Rs. 05 Crores in One Year and one single project should have been worth not less than Rs. 02 Crores.
- (c) The Agency should have average annual turnover of at least 00.50 Crores for last 3 years.
- (d) The Agency should have PAN and Income Tax Clearance Certificate for past 3 years.
- (e) The Agency should be registered with the Sale Tax / Service Tax Department.
- (f) The Agency should be registered with the Architectural Council of India.
- (g) The Agency should have Graduate / Post Graduate Architects. They should be members of Indian Institute of Architects /Members of the Council of Architecture.

2. General Condition & procedure for submission of Tender:

- (a) Non-transferable Tender Documents containing the scope of the work, eligibility criteria and other terms and conditions can either be down loaded from www.westbengalforest.gov.in or can be purchased from the Attached Forest Ranger-I in the office of the Principal Chief Conservator of Forests (Head of Forest Force), West Bengal , Aranya Bhavan, Block LA-10 A, Salt Lake City, Sector-III, Kolkata-700098 between 11.30 a.m. to 4-30 p.m. on all working days during 21.05.2010 to 31.05.2010. On payment of Rs 500/- (Rupees five hundred) only in cash or by means of DD/ Pay Order payable at Kolkata drawn on any Nationalized / Scheduled Bank favouring Asst. Chief Conservator of Forests, General Direction Division, W.B. In case the Tender Documents are downloaded from website, a Pay Order/ DD of Rs. 500/- (Rupees five hundred) only, towards the cost of tender document should accompany the offer.
- (b) The offers are to be submitted in two bid form – “Pre-qualification / Technical” and “Commercial” in separate sealed envelopes.
- (c) Both the envelopes containing the pre-qualification/ Technical and Commercial offers (put in another sealed envelope super-scribed “**Offer for appointment of Architects**”) should reach the Asst. Chief Conservator of Forests, General Direction Division, W.B. Aranya Bhavan, Block LA-10A, Saltlake City, Sector-III, Kolkata-700098 latest **by 2.00 p.m. of 03.06.2010.**
- (d) Each page of the Pre-qualification and the Commercial bid should be signed by the Tenderer with official seal.
- (e) The Asst. Chief Conservator of Forests, W.B. shall have no responsibility/ liability for delay, loss or non receipt of Tenders sent by post/couriers.

- (f) The Pre-qualification Bids will be opened on **03.06.2010. at 3.00.p.m.** in presence of bidders present at that time. The Asst. Chief Conservator of Forests, W.B. reserves the right to invite the bidders for making a presentation before the evaluation committee.
- (g) The commercial bids of only those agencies, which are pre-qualified, shall be opened. Date to be intimated later.
- (h) In the commercial bid, the architect's professional fee should be indicated in percentage of the total cost of the project.
- (i) Tenders which are conditional, incomplete, received after the closing date and time will summarily rejected.
- (j) The Asst. Chief Conservator of Forests, W.B. reserves the right to accept/reject any or all the offers or cancel the tender without assigning any reason thereof.
- (k) The commercial offer should be valid for a period of 120 (one hundred twenty) days from the last date of submission of tender.
- (l) **Disputes if any, arising out of the Tender / Project shall be within the jurisdiction of Bidhannagar Court, North-24-Pargannas, W.B.**
- (m) Bidders shall be deemed to have carefully examined and understood the eligibility criteria, scope of work and other and conditions of the tender before submitting the bids.
- (n) All expenses in preparation and submission of the offer and visit to the site or otherwise shall be borne by the bidders.

3. SCOPE OF WORK:

The works to be performed by the Architects for construction of two additional floors of existing building and construction one new 3(three) storied office building are as follows:-

- (a) Ascertaining the requirements for construction of:- (A) Two additional floors on the existing building at Block LA-10A; Salt Lake City, Sector-III, Kolkata-700098 & (B) New construction of (G+3) Office building at AE-391, Saltlake City, Sector-I, Kolkata-700064 and other interior works in those proposed constructions, site evaluation, examination of the existing and proposed constructions/ development in a holistic manner in line with the bye-laws of Bidhannagar Municipality .
- (b) Preparation of Conceptual Design with reference to the guideline given by the Forest Directorate, W.B. & modification of Conceptual Design incorporating required changes if any. Preparing detailed Architectural and structural working drawings, three dimensional drawings, electrical/ sanitary/ air conditioning/ utility services/ lifts/power backup/ fire-fighting and other services drawings connected with the constructional works etc. and obtain necessary provisional approval and sanction of the plan from the designated statutory body for execution of the construction.

- (c) Preparation of necessary plan, drawings for submission to the statutory bodies for sanction and obtain necessary approval and sanction of the plan from the designated statutory bodies.
- (d) Preparing specifications, detailed cost estimate and such other details as may be necessary for the purpose of inviting Tenders, scrutinizing and advising on the Tenders for selection of suitable Contractor and render all professional services up to the time of handing over the possession of the projects including submission and approval of the drawings, plans and obtaining Clearances from Municipality, Fire, and Electrical Departments.
- (e) Taking instructions from designated Forest Officer of Directorate of Forests, W.B. from time to time, attending meetings, discussions, preparing sketches, designs sufficient to indicate Architect's interpretations of instructions, for consideration and approval of the Competent Authority of Directorate of Forests, W.B.
- (f) Advising Directorate of Forests, W.B. on any technical matters connected with the said constructions.
- (g) Visiting the site periodically by the Architects and their specialists from time to time to ensure that the works are being executed as per drawings
- (h) Issue of certificate of completion of works and stability certificates as required by the local authorities and Directorate of Forests, W.B .and obtain the completion certificate from the designated statutory body.
- (i) The intending bidders may, at their discretion, visit the project site at Block-LA-10A, SALTLAKE CITY, SECTOR-III, KOLKATA-700098 and BLOCK-AE-391, SALTLAKE CITY, SECOTR-I, KOLKATA-700064 and obtain further information about the projects from the Office of the Principal Chief Conservator of Forests (Head of Forest Force), West Bengal, Aranya Bhavan, Block LA-10A; Saltlake City, Kolkata -700098 (during office hours of working days).

Sd/-
(P.K.Pandit,IFS)
Asst. Chief Conservator of Forests,
General Direction Division, W.B.

FORMAT FOR SUBMISSION OF OFFER

From:

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Date.....

To

The Asst. Chief Conservator of Forests,
General Direction Division, W.B.
O/o the Principal Chief Conservator of Forests (Head of Forest Force), W.B.
Aranya Bhavan, Block LA-10A; Salt Lake City; Sector-III
Kolkata - 700098.

Sub:- Submission of Pre-qualification and Commercial Bids for Providing Architectural services for construction of two additional floors of Aranya Bhavan & New construction of three storied (G+3) Office Building of Directorate of Forests, Govt. of West Bengal.

Sir,

We are pleased to submit our pre-qualification and commercial bids for the cited projects at Salt Lake City, Kolkata.

We declare that the statements made and the information provided in our offer are true and correct in all respect. We authorize Directorate of Forests, Govt. of West Bengal or its authorized representative to conduct any investigation to verify correctness of the statements, documents, and informations submitted by us and to clarify the financial and technical aspects of this offer.

We understand that in the event of any information/ documents provided by us are found to be incorrect/ false, our application shall be liable for rejection.

Thanking you,

Yours faithfully,

.....
(Signature of Architect/Firm & seal)
Full name of the signatory

Enclosures:

- 1
- 2
- 3

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(Signature of the Tenderer with official seal)

EXPERIENCE/WORK EXECUTED

Sl No.	Name of Project Executed/ under Execution during last five years	Short description of work under progress/ Completed	Name & Address of the Client	Value of work	Stipulated time of completion	Actual time of completion
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

.....
 (Signature of the Tenderer with official seal)

GENERAL INFORMATION ABOUT THE BIDDER

1. Name of the Firm/ Organization :

2. Address & Phone/ Fax/ Epabx No. :

3. Status of the firm :
(Whether Company/ Firm/ Proprietary)

4. Date and year of Establishment and Registration Number :

5. Name of Directors/ Partners/ Proprietors along with address
and telephone numbers :

6. Whether registered with Architectural Council of India?
If yes, furnish the registration number and date. :

7. Whether registered for Service Tax/ Sales Tax purposes?
If yes, mention the number & date. :

8. Whether registered with CPWD/PWD/Banks/ Railways etc.
If yes, furnish the details like category, date of registration etc.:

9. Name of Bankers and their details :

10. Disputes/ litigation, if any, during the last five years. :

11. Any other relevant details. :

.....
(Signature of the Tenderer with official seal)

ANNEXURE - IV

LIST OF MANDATORY DOCUMENTS TO BE ATTACHED TO THE TECHNICAL BID

1. Certified copies of Income Tax Clearance Certificate for past three years along with copy of PAN.
2. Certified copy of Audited Statement of Accounts and Balance sheet for last 5 Years.
3. Certified copies of Sales Tax/ Service Tax Registration Certificate and clearance certificate for last three years.
4. Certified copies of Registration certificate with Architectural Council of India.
5. List of employees of the Firm with position and telephone numbers.
6. Pay order/ DD of Rs. 500/- (Rupees five hundred) only towards the cost of the Tender Document, if the same are downloaded from website.
7. Receipt towards the cost of Tender Document (if documents are purchased from AFR-I of PCCF/WB's Office.)