



# Chhattisgarh State Renewable Energy Development Agency (CREDA)

VIP road (Airport road), Near Energy Education Park, Raipur (C.G.)

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Ref. no. 12601/CREDA/EEP Raipur/HO/2018-19

Date: - 25/08/2018

**Empanelment of an Architect/Consultant/Structure Engineer/  
Landscape/ Interior Designer/Heritage Consultant, for various  
designing works**

<b>Last Date of submission of EoI</b>	<b>11/09/2018</b>	<b>up to 01:00 PM</b>
<b>Date of opening of EoI</b>	<b>11/09/2018</b>	<b>at 03:00 PM</b>

- EOI can be downloaded from CREDA Website <https://creda.cgstate.gov.in> and the EoI should enclosed processing fees (non-refundable) of Rs. 1,000/- (Rupees One Thousand only) & EMD (Refundable as applicable) Rs. 30,000/- (Rupees thirty Thousand only) in favour of "Director CREDA" Payable at Raipur, in form of D.D./P.O. only.
- Bids received without or with inadequate EoI processing fees and EMD shall be liable to get rejected.
- If any amendment done in this EoI shall only be notified through CREDA website i.e. <https://creda.cgstate.gov.in>

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## 1. INTRODUCTION

### About CREDA

Chhattisgarh State Renewable Energy Development Agency (CREDA), has been constituted on 25th May 2001 under the Department of Energy, Government of Chhattisgarh for implementation of various schemes pertaining to Renewable Energy sources and Energy Conservation activities. It is registered under Society Act 1973. CREDA is established as the State Nodal Agency by State Government for development and popularization of non-conventional & renewable sources of energy. Most of the scheme like National Program on Bio-gas Development, Solar Thermal, Solar Photo Voltaic, Remote Village Electrification and Biomass Gasifier, sponsored by Ministry of Non-Conventional & Renewable Energy Sources (MNRE), Government of India are implemented by CREDA.

### About Energy Education Park (EEP)

Energy Education Park (EEP), is spreading over a 07 acre is being developed at the Rajiv Gandhi Smriti Van located on VIP Road (Airport road), Village-Fundhar, Raipur (C.G.)

A venture of Chhattisgarh State Renewable Energy Development Agency (CREDA), the Energy Education Park is a unique establishment among the many interesting exhibits are Solar Hut, Attractive Garden, Solar Car, Musical Fountain, that attracts many People, students and tourists every year. The primary objective behind setting up the park was to bring awareness among people about the use of renewable technologies and resources to meet the energy crisis.

It is a park on the theme of generation and usage of various forms of renewable energy sources, surrounded by a beautiful garden with abundance of greenery, colorful flowers, attractive fountain and unique waterfalls. Energy Education Park at Raipur has been set-up to create awareness and educate people in general and children in particular about various forms of renewable energy sources. This has been sought to be achieved through indoor and outdoor exhibits and through working models, inter-active games and quizzes. For toddlers, there are solar operated toy cars.

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## 2. NOTICE for EoI

CREDA invites sealed Expression of Interest from the Empanelment of an Architect/Consultant/Structure Engineer/ Landscaper/ Interior Designer/Heritage Consultant, for planning designing along with engineering services for redevelopment of Energy Education Park at Raipur and its allied campus.

SN	Description of Items	EMD	Cost of EoI Document
1	Empanelment of an Architect/Consultant/Structure Engineer/ Landscaper/ Interior Designer/Heritage Consultant, for planning designing along with engineering services works in Energy Education Park VIP Road, Fundhar Raipur (C.G.)	Rs. 30,000/-	Rs. 1,000/-

1. EOI can be downloaded from CREDA Website <https://creda.cgstate.gov.in> and the EoI should be accompanied with processing fees (non-refundable) of Rs. 1,000/- (Rupees One Thousand only) & EMD (Refundable as applicable) Rs. 30,000/- (Rupees Thirty Thousand only) in favour of “Director CREDA” Payable at Raipur, in form of D.D./P.O. only.
2. The document should only be submitted on the last date 11.09.2018 up to 01:00 PM at the EoI Submission Box Kept at CREDA head office Raipur, Any EoI received through any other means shall not be accepted.
3. EoI will be open on 11.09.2018 at 03:00 PM or another day (if required).
4. Bids received without or with inadequate EOI processing fees shall be liable to get rejected.
5. Screening of EOIs shall be carried out as per eligibility conditions mentioned in this document and based on verification of testimonials submitted.
6. If any amendment done in this EoI will only be notified through CREDA website i.e. <https://creda.cgstate.gov.in>

CREDA reserves all rights to accept/reject any or all EoI in full/part without assigning any reasons.

**Chief Engineer  
CREDA, H.O. Raipur**

### **3. WORK SCOPE**

#### **A. Survey:**

Survey shall be done by latest Techniques. Survey would include: Site evaluation, analysis and impact of existing and proposed development on its immediate environs.

- i. Site survey including adjacent area (Site Plan).
- ii. Contour survey at intervals as specified by the in-charge executive engineer.
- iii. Location of all existing structures like, water bodies, trees, electric line, buildings, etc.
- iv. Any other features as directed by the engineer in charge.
- v. Survey plan and contour plan will be in scale 1:500 or as directed.

#### **SUBMISSION**

- i. Site plan, Contour map, soil map and soil testing, location map of all underground water points and other maps in scale 1:500 (or as directed) in 5 hard copies & one soft copy in CD.

#### **B. Architecture and Structure Engineering;**

- i. Taking Clients instruction and preparation of design brief.
- ii. Site evaluation, analysis and impact of existing or proposed development on its immediate environs.
- iii. Survey, Design drawing, 3D view along with site development drawings.
- iv. Structure and elevation drawings.
- v. Sanitary, plumbing, drainage, water supply and sewerage design.
- vi. Electrical, electronics, communication system and design.
- vii. Heating, ventilation and air conditioning design (HVAC) and other mechanical systems.
- viii. Elevators, escalators etc.
- ix. Fire detection, fire protection and security systems etc.
- x. Periodic inspection and evaluation of construction work.
- xi. Plans and estimates of interior design work. (When NON SOR items are used then Rate analysis with detail estimates to be done.)

#### **SUBMISSION:**

- i. Detailed working drawings in 5 hard copies and one soft copy. Or as per need.
- ii. Stage 1 estimates and brief specification of works in three hard copies and one soft copy.

#### **C. Schedule of services:**

The Architect/Engineer/Consultant shall, after taking instruction from CREDA, render the following services:

##### **Concept Design(Stage 1):-**

- i. Ascertain CREDA's requirements, examine site constraints & potential; and prepare a design brief for CREDA's approval.
- ii. Prepare report on site evaluation, state of existing buildings, if any; and analysis and impact of existing or proposed development on its immediate environs.
- iii. Prepare drawing estimate and tender documents to enable the CREDA to get the work done.
- iv. Furnish report on measures required to be taken to mitigate the adverse impact, if any, of

the existing or proposed development on its immediate environs.

- v. Prepare conceptual designs with reference to requirements given and prepare detailed estimates of cost on area basis.
- vi. Preparation of tender document as directed by engineer in charge of CREDA.

### **Preliminary Design and Drawings (Stage 2):-**

Modify the conceptual designs incorporating required changes and prepare the preliminary drawings, sketches, study model, etc., for the client's approval along with preliminary estimates of cost on area basis, and prepare tender documents.

### **Drawings for Clients/Statutory approvals (Stage 3):-**

Prepare drawing and estimate necessary for CREDA's/statutory approvals and ensure compliance with codes, standards and legislation, as applicable and assist CREDA in obtaining the statutory approval thereof, if required.

### **Working Drawings and tender Documents (Stage 4):-**

Prepare working drawings, specifications and schedule of quantities sufficient to prepare Estimate of cost, tender drawings and document as required. The tender can then be carried out by CREDA.

### **Appointment of Contractors (Stage 5):-**

Advise CREDA on Scope of Work of Contractors.

### **Construction (Stage 6):-**

- i. Prepare and issue working drawing and details for proper execution of works during construction.
- ii. Approve samples of various elements and components as required by CREDA.
- iii. Check and approve drawings submitted by the contractors.
- iv. Visit the site of work, at intervals mutually agreed upon, to inspect and evaluate the construction work and where necessary clarify any decision, offer interpretation of the drawings/ specification, attend conferences and meetings to ensure that the project proceeds generally in accordance with the condition of contract and keep the CREDA informed and render advice on actions.
- v. In order to ensure that the work at site proceeds in accordance with the contract documents/ drawings and to exercise time and quality controls.

### **Completion (Stage 7):-**

- i. Prepare and submit completion reports and drawings for the project as required and assist CREDA in obtaining " completion/occupancy certificate" from statutory Authority, wherever required,
- ii. Issue two sets of as built drawings including services and structures.

### **Professional Fee:**

Any tax levied by law, such as GST etc. contingent to professional services rendered by the Architect/Structure Engineer/Consultant, shall be payable by CREDA, over and above the gross Fees charged by Architect/Structure Engineer/Consultant in relation to the services provided.

**D. Landscaping, site development and related work:- Landscape plan shall include**

- a. Prepare concept plan for planting trees, shrubs, ground cover plants, and grass areas to fulfill environmental, aesthetic and functional needs.
- b. Identification of functionally and aesthetically strategic areas, such as entrance, around major activities, etc. and their conceptual treatment, especially the main entrance gateway to the Building to make an impressive impact.
- c. Prepare landscape framework plan indicating proposed provision for pedestrian and vehicular movement, service access, and landscape of roads, parking, open areas, footpaths, and incorporation of service elements.
- d. Concept scheme for hard landscape elements such as boundary walls and gates, paths, paving, terraces, steps, ramps, planters, railing barriers and gates, pergolas street furniture lighting scheme etc.

**SUBMISSION**

1. Detailed working drawings in 5 hard copies and one soft copy.
2. Stage 1 estimate and brief specification of works in 5 hard copies and one soft copy.

**E. Interior Decoration and Heritage Consultation work: -**

- a. Preparation of interior architecture, architectural conservations, graphic designs and signage.
- b. Preparation of lighting concept layout for buildings.
- c. Preparation of working drawings of interior works with all details for proper execution of work.

**SUBMISSION**

1. Detailed working drawings in 5 hard copies and one soft copy.
2. Stage 1 estimate and brief specification of works in 5 hard copies and one soft copy.

**Note:**

1. The consultant shall submit model, 3D Views, on a convenient scale of all the plans and designs.
2. Consultant shall design as per existing relevant codes. Consultant should follow existing norms, rules and regulations of PHE, Municipal, Town and Country planning Department, Electricity board and other departments. Consultant shall obtain statutory approval of all submission from the concerned departments. He shall supervise all the works under his scope of work at various stages and keep watch for accuracy and quality of work executed. Consultant shall visit the site for at least two days as per the date fixed by the in charge Executing Engineer at his own cost. Consultant shall prepare detailed estimate, based on schedule of rates of PWD and tender documents in consultation with the CREDA within the rules and regulation of PWD.

## **4. ELIGIBILITY CRITERIA**

1. The applicant, individual should be a firm incorporated in India. In case of Consortium of Firms, the lead Firm should be registered in India.
2. To be eligible for Empanelment, the applicants shall provide evidence satisfactory to the CEO CREDA. for their eligibility and of their capability and adequacy of resources to carry out the services. Similarly, in case of Consortium, if any member is likely to derive expertise of the parent company, then an undertaking to that effect from the parent company providing such expertise to the Consortium member should be submitted. In addition, all applications submitted shall include the following information.
  - a) Letter of Transmittal.
  - b) Copies of original documents defining the legal status, structure of organization, place of business of the company or corporation or firm or partnership or in case of each party constituting the in schedule 'A'.
  - c) Reports on the financial standing of the applicant in Schedule 'B'.
  - d) Information about planning professionals and allied technical staff in Schedule 'C'.
  - e) Details of other experience and past performance of the applicant on works of a similar nature and details of current works in hand and other commitments in schedule 'D'.
  - f) Any other relevant additional information in Schedule 'E'.
  - g) Details of participation in National or International Design Competitions, if any, in the past.
  - h) Photographs of any three important projects designed by the architect/Engineer/Consultant.
  - i) Names & address of any three references.
  - j) Photocopies of Income Tax return of the firm for the last 3 years along with clearance certificate.

The applicants are required to make a presentation covering the above aspects along with the projects assigned.

3. For the purpose of empanelment, applicant should meet the following qualifying criteria as a minimum for:
  - a) The applicant must be a well-established consultant having capability and experience in horticulture areas, Major parks, residential/Commercial/residential cum commercial construction.
  - b) The applicant should be a member of the professional bodies such as Institute of Town Planners India or Institute of Architects, India or Institute of Engineers, India or similar national/ international institute.
  - c) The lead consultant must have experience in the field of architecture and be of repute with proven experience of rendering comprehensive architectural and structural services having in-house facilities for all related disciplines including architecture, survey, urban design structure, electrical, mechanical air conditioning, acoustics, public health engineering, landscaping and interior design. They must have adequate experienced Technical manpower, and all modern facilities including computer aided design.
4. Even if an applicant firm satisfies the above requirements, it will be subject to disqualification if it has:
  - i. Made false representation in the form, statement and attachments required in the Registration documents.
  - ii. Record of poor performance such as abandoning work, not properly completing contract, financial failures or delayed completion.
  - iii. If it has been convicted by any court of law.

All payments towards Consultancy fee to the selected 1 consultant will be made in Indian Rupees only through RTGS/Cheque.



## 5. Availability of Professional staff/ experts:-

- i. Having selected the Consultant on the basis of, among other things, an evaluation of proposed Professional staff, the Client expects to negotiate a Contract on the basis of the Professional staff named in the Proposal. Before contract negotiations, CREDA will require assurances that the Professional staff will be actually available.
- ii. CREDA will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity. If this is not the case and if it is established that Professional staff were offered in the proposal without confirming their availability, the Consultant may be disqualified. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and be submitted by the Consultant within the period of time specified in the letter of invitation to negotiate.

## 5. EMPANELMENT

In order to achieve its aims and object CREDA wishes to empanel reputed Consultants in the field of structural planning, designing, civil construction, architecture, landscaping and related services to provide consultancy services for site developments.

- **Eligibility Criteria:** Firm/Architect/consultant/designer/engineer having experience of 10 years or above.
- **Supporting documents:** Turnover of minimum ^ 20lakhs in last three years (ITR, signed Balance), firm registration certificate.
- **Work Experience:** Shall have rendered consultancy/design/planning/engineering service for project costing to Rs. 5.00 crores till date

## 6. GENERAL TERMS & CONDITION OF EoI

### Section-1: Instructions to the Applicants

- 1.1 Intending applicants are required to submit their bio-data giving details about their organization, experience, technical personnel's in their organization, spare capacity, proven competence to handle major works, in house computer aided design facilities etc. in the enclosed Performa
- 1.2 As the time is the essence of a contract, the ability and the competence of the applicant to render required services in the specified time period will be a significant factor to decide the selection of consultant-cum-architects/Engineer for the empanelment.
- 1.3 The application shall be signed by the person/s on behalf of the organization having necessary Authorization/ Power of Attorney to do so. Each page of the application and EoI shall be signed by the authorized signatory. (copy of Power of Attorney / Authorization shall be furnished along with the application)
- 1.4 While filling up the application with regard to the list of works completed and or on hand, applicants shall only include those works which individually cost as per pre-qualification criteria mentioned in the form.
- 1.5 The application shall have to engage the services of well qualified specialists of consultants pertaining to Survey, structural, electrical, sanitary, drainage, water supply, horticulture, landscaping, interior etc. wherever necessary.
- 1.6 The team should have qualified professionals and technically sound people on board. It is one of the very important selection criteria from their organization. Please mention it in the given space for organization structure.
- 1.7 Services to be rendered from the stage of conceptualization till commissioning of projects by consultant/brief scope of the consultant cum architects/Engineer are as under:
  - a. To discuss the present requirements and prepare conceptual drawings and have consultations with the client department, making revisions till client approves the design.
  - b. To prepare base map based on contours of the area.

- c. To prepare preliminary estimates.
  - d. To prepare detailed drawings for all the items and for all spaces involved in project.
  - e. To prepare working drawings.
  - f. To draw detailed estimates, specifications, tender documents items etc.
  - g. Periodic monitoring of quality and physical progress of work as per standards set by government and reporting to CREDA,
  - h. To help our organization for the procurement of the material and maintain the time line
- 1.8 Applications containing false and / or incomplete information are liable for rejection. At any point of time before, during or after the development, designing, implementation, execution, operation, monitoring phase of project if CREDA finds out that any detail or information submitted by the consultant is false or wrong then CREDA would be discard / disqualify consultant from the panel and the consultant would not be allowed to work further.
- 1.9 Selected architects/Engineer/Consultant shall require executing an agreement with CREDA in the prescribed Performa as in when directed to do so by CREDA.
- 1.10 Conditional tenders would be rejected without giving any further clarifications.
- 1.11 The CEO, CREDA, Raipur shall have full powers to accept the tender in total or in partial, or denial of tender without showing any reason.
- 1.12 Any matter / Question in regard to interpret any part or condition of the tender, OR any matter regarding definition of any term/s of the tender, the CREDA shall be the sole and final Authority to do so and the bidder Agency is fully liable to it.
- 1.14 The EoI form can be downloaded from authority's website: [www.cgstate.creda.gov.in](http://www.cgstate.creda.gov.in) for which tender fees of RS 1000/- shall be paid in form of DD payable in favor of "Director, CREDA, Raipur" along with submission of tender.
- 1.15 Last Date for Submission of Tender: 11.09.2018.
- 1.16 EoI Proposal along with the supporting documents should be submitted to CREDA office in sealed cover on or before last date and time of submission, in Tender box. The EoI document and all supporting documents shall be kept in sealed envelope "A", and financial bid shall be kept in separate envelope "B". Bothe the envelops "A"&"B" shall be kept in separate envelope marked EoI. Application received after last date and time will be disqualified.
- 1.17 The prescribed tender form duly signed by Authorized signatory shall be submitted to CREDA along with the tender proposal. Bidder should not modify, alter, change or delete any part of the prescribed document even in case of grammatical or language errors. Any clarification to tender document should be obtained from the designated officer of CREDA only.
- 1.18 Overwriting shall be avoided and corrections, if any, shall be made by crossing out, initialing, marking the date and rewriting. All pages of the application shall be numbered and submitted as a package with signed letter of transmittal.
- 1.19 Reference, information and certificates from the clients certifying suitability, technical know-how or capability of the applicant shall be signed by the respective client.
- 1.20 The applicant is advised to attach any additional information he thinks would be necessary in regard to his capabilities. No further information will be entertained after submission of application unless it is required by the CREDA. The CREDA reserves Right to call for additional information and clarification of information submitted from the applicants.
- 1.21 CREDA will take presentation on a common project from all the consultants who are willing to participate in this empanelment process for Redevelopment of Energy Education Park, VIP Road and its allied campus - (architect/landscape/designer/construction)
- Note: See Annexure of brief details. Extra details of requirement can be obtained from CREDA office. Any additional survey data required have to be obtained at your own cost. CREDA will not entertain the cost occurred to participants to conduct survey for above mentioned benchmarked projects. Submission and participation in presentation is compulsory for empanelment.
- 1.22 The cost incurred by applicants in preparing this application, in providing clarifications or attending discussions/ conferences, in connection with this document shall be borne by the applicant and the CREDA in no case will be responsible or liable for these costs, regardless of the conduct or outcome of the process.

## **Section-2: method of applying**

- a. If the application is made by an individual, it shall be signed by the individual above his full typewritten name and current address.
- b. If the application is made by a proprietary firm, it shall be signed by the proprietor above his full typewritten name and current address. Documents of firm registration and deed should be attached along with the application.
- c. If the application is made by a limited company or corporation, it shall be signed by a duly authorized person holding power of attorney for signing the application in which case a certified copy of the power of attorney shall accompany the application.

## **Section-3: Evaluation Criteria**

Criteria, Sub-criteria and point system for the evaluation of technical proposal are:

- A. Experience: 40 marks for submitting work completion certificates for consultancy, as mentioned below:
  - Consultancy for Minimum single work of Rs 5 crore, or
  - Consultancy for Two work of Rs 3 crores each, or
  - Consultancy for Three works of Rs 2.5 Crores each.
- B. Experience in Years for similar work-
  - 10 Years or more Year- 20 Marks (or)
  - 05 Years up to 10 Year- 15 Marks (or)
  - Up to 05 Year- 10 Marks
- C. Professional Staff: 20 marks.
- D. Average small turn over-
  - More than 20 Lack- 20 Marks (or)
  - 10 lack to 20 lack - 15 Marks (or)
  - Up to 10 Lack- 10 Marks

The minimum technical score required to empanel is 60 marks. If the applicant receives less than 60 marks then his EoI will be treated as disqualified and his financial bid will not be opened.

## **7. EMPANELMENT OF CONSULTANT**

### 4.1 EMPANELMENT PROCEDURE

The authority procedure for empanelment of Consultants shall be as under.

- a. Invitation of expression of interest (EoI): CREDA invites the application from eligible Consultants to submit their expression of interest to participate in the empanelment procedure.
- b. Submission of EoI: The participants will submit the EoI to CREDA along with the details as required in the prescribed manner.
- c. Scrutiny by CREDA: CREDA will scrutinize all the submissions received on the basis of eligibility criteria.
- d. Presentation by Participants: date and venue for the presentation will be scheduled at 4:00 PM on 11/09/2018.
- e. Empanelment: The eligible participant would be selected for the empanelment on the basis of their vision, competence and previous works.

4.2 PERIOD OF EMPANELMENT: The empanelment would be for a period of Two years and can be extended for one or more year by the CEO, CREDA.

4.3 EMPANELMENT & AWARD OF WORK: The party who has quoted lowest rate of consultancy services will be called L1 party. The rates offered by L1 party will be offered to L2 & L3 parties. If L2 & L3 parties give their consent on L1 rates than all three parties L1, L2 & L3 will be empanelled in CREDA.

Whenever any work/project arises, CREDA will instruct to all empanelled parties to present their presentation and the party whose presentation will be the best or approved by CREDA will be award the work as per committee's recommendations.

4.4 UPPER LIMIT OF FINANCIAL OFFER:-

4.1.1 PLANNING AND DESIGN OF MULTI-UTILITY BUILDINGS:

SN	Items of work	Rate Per unit
1	Planning and Design of multi-utility Building including detailed architectural plans, survey, Structural Designs, interior decoration, detailed working drawings (Good for Construction Drawings), Internal water supply, sanitary and electrical, HVAC etc drawings and details, BOQ/Bid Document, Periodic supervision. (Excluding External Services Design)	5.0% of the actual Building Cost

Note: For same type of buildings payment will be paid for only single plan.

4.4.2 LANDSCAPING WORK:

SN	Items of work	Rate Per unit
1	For Landscaping ,lake development and other related work	5% of the project Cost

4.4.3 INTERIOR DESIGN WORK:

SN	Items of work	Rate Per unit
1	Interior Decoration Work and Heritage site work.	05% of Project cost
a	For work of any magnitude	05% of the Actual Project Cost

4.4.4 STRUCTURE DESIGN WORK

SN	Items of work	Rate Per unit
1	Structure Design Work only	3% of actual construction cost
a	For work of any magnitude	3% of the Actual

4.5 If a consultant fails to participate in any offer of architectural, detail engineering and related services by CREDA for one year, his empanelment may be terminated.

## **8. SIGNING OF AGREEMENT**

A separate agreement shall be executed between the CREDA and the consultant for the work.

1. The CEO, CREDA shall have the liberty to postpone or not to carry on any job and the Architects/Engineer/Consultant shall not be entitled to any compensation or damages for such postponement or non-execution of the job except the fees which are payable, to the architect/Engineer/Consultant up to the stage of scope of work/job on the date of such decision communicated to the architect/Engineer/Consultant by the CREDA.
2. Authority's Responsibility
  - a. Providing information regarding the location and boundaries of sites.
  - b. Furnishing SOR and other documents pertaining to the site.
  - c. Preparing and inviting tender, awarding of works, supervision the work under construction and discharging all the liabilities of various contractor engaged in the work.
  - d. Taking note of the observations made by the architect or his authorized representative on their inspections/visits and enduring the corrections of deficiencies pointed out by them.
  - e. Supervising day to day construction activities at the site and coordinating amount the various contractors.
3. Schedule of services not included in the scope of agreement
  - a. Amount payable to any local bodies or authorities for getting sanctions of plans etc. and expenditure on advertisement.
  - b. Evaluation of tender and selection of contractor.
  - c. Payments for soil investigation and laboratory tests and selection of contractors.
  - d. Day to day supervision on site.
  - e. Contractors running bills and final bill, their checking settlement of payment of various contractors extra item rate settlement.
  - f. Construction progress report.
  - g. Printing and publishing of brochure for publicity (but providing mini drawings and other details to prepare brochure are included in services to be provided.)

## **9. PAYMENT TERMS**

### **1. For building works**

- I. For submission of detail Survey reports and layout plans and approval of the same from Authority: 05 % of the total fees
- II. After Authority's approval of schematic design & approval of drawings by statutory authorities: 10% of total fees.
- III. After submission of estimates and tender drawings, tender documents and structural design with structural drawings.- 25% of total fees.
- IV. After submission of all detailed working drawings for execution at site-30% of total fees  
During course of construction as per progress at site-
  - a) Up to plinth level-05% of total fees.
  - b) Up to lintel level-05% of total fees.
  - c) Casting of RCC slab- 10 % of total fees.
  - d) Completion of plastering, flooring, & finishing and providing doors and shutters- 10% of total fees.

### **2. For landscaping work:-**

- I. For submission of site survey report ,layout plan and approval of the same: 05 % of total fees.
- II. Preparation of preliminary design and block estimates submission drawings, detailed estimates- 25% of total fees.
- III. Preparation of detailed architectural and structural drawings- 20% of the total fees.
- IV. Site visits, supervision and inspection at various stages during construction work- 20% of total fees.
- V. Upon completion of project- 30% of total fees.

### **3. For interior design work:-**

- I. For submission of site survey report, layout plans and approval of the same by Authority: 05 % of total fees.
- II. Preparation of concept plan and detailed estimates and submit drawings after approval of plan and providing rate analysis of non-SOR items with estimates- 50 % of total fees.
- III. Upon completion of project- 45% of total fees.

### **4. For Heritage Consultant:-**

- I. For submission of site survey report , layout plans and approval of the same by Authority: 05 % of total fees
- II. Preparation of concept plan and detailed estimates and submit drawings after approval of plan and providing rate analysis of non-SOR items with estimates- 50 % of total fees.
- III. Upon completion of project- 45% of total fees.

## **5. For Structure Consultant:-**

- I. Preparation of Structural Drawings of All the Structural Elements and after Authorities approval to the Drawings- 30% of total fees.

Note: Consultant will be asked to submit certificate of validation of structure design from Government colleges/National Institute of technology/ IIT if /when required, fees of which shall be beard by CREDA.

- II. Site Visit and Supervision work till completion of the Structure- 30 % of total fees.
- III. After Completion of project- 35% of total fees.
- IV. Remaining 05% paid after the defect liability period of two years of completion of project.

**Penalty: Delay in work, supervision, submission of drawings, noncompliance of scope of work of this tender document can lead to penalty of maximum 10% of the total fees of the consultant. Decision of which will be decided by CEO, CREDA.**

## **10. GENERAL CONDITION OF CONTRACT**

1. For statutory permission, Authority's use and execution of the work, the Architect will submit 05s etc. of drawings and will provide soft copy of it.
2. The drawing produced and issued by the Consultant/Engineer/Architect are the property of CREDA. As per copyright act should not be used without their written permission.
3. The Consultant/Engineer/Architect and his team have no liability whatsoever for any part of work for which the liabilities lies with the contractors or suppliers of the Authority and liability towards land assessments right of way or any other legal claims or obligation put forth by the authorities of existing building, permanent or temporary.
4. The Consultant/Engineer/Architect and his authorized representative with their team shall visit the site and inspect the work as may be deemed necessary to ensure that the work is being executed in general accordance with the project.
5. Except for the structural emergencies, the Consultant/Engineer/Architect and his team of specialists shall not make any material deviation, alteration, addition or omission from work shown and described in the contract documents without first obtaining written consent of the client.
6. The Consultant/Engineer/Architect on the completion of project shall prepare free of charge drawings sufficient to show the main service lines and other essential services.
7. In the case of either of the parties committing breach of any or more of the term and conditions of the agreement, the aggrieved party shall be entitled to give notice for rescinding this agreement without prejudice to its right to claim damages or remedies under the law. On receipt of such notice in case the matter is not resolved mutually between the parties. The matter shall be referred to the CREDA CEO, and the decision of CEO, CREDA will be final and binding to the Consultant/Engineer/Architect.
8. The Authority shall have the liberty to postpone or not to execute any work and the Consultant/Engineer/Architect shall not be entitled to any compensation or damage for such omission or postponements or non-execution of the work except the fees which are payable to the Consultant/Engineer/Architects up to the stage of services that are actually in progress.
9. If the Consultant/Engineer/Architect becomes incapacitated the Authority may make full use of all or any drawings, estimates, and documents, prepared by him after proportional payments for the same as mentioned in the mode of payments.
10. Deduction can be made from Consultant/Engineer/Architect's fees on account of penalty, liquidated damages or other reasons, in case he does not fulfill his main duties as mentioned in the details of services to be rendered by Architect.
11. The Consultant/Engineer/Architect shall make necessary revisions as may be required by the Authority in the drawings and the other documents submitted by him. Once finally approved any substantial changes required by Authority shall be compensated as additional services rendered by the Consultant/Engineer/Architect and paid as mutually agreed upon.
12. The Consultant/Engineer/Architect and his team shall advice the Authority regarding work under execution during visits to the site and report his observations. The discretion for implementation of this advice shall be that of Authority.
13. The Authority shall take note of all statutory under the law and act as per its provisions at the time of payments made to the Architects/Engineer/ Consultant.



## ARBITRATION

1. THE Authority and the Consultant/Engineer/Architect shall bind themselves their partner's, successor's executors, administrators and assignees to the other party in respect of all covenants to the agreement. Except as above, neither the Authority nor the Consultant/Engineer/Architect shall assign sublet or transfer their interest in this agreement without their written consent of the other party and the Authority and the Consultant/Engineer/Architect hereby agree to full performance of the covenants contained herein.
2. In case of any dispute, arising out of this agreement the matter shall be referred to a sole Arbitrator to be appointed by CREDA's CEO, not below the rank of Chief Engineer and decision shall be binding on both the parties. In witness of the parties have hereunder set their hand and seal and sign on the Day, Month and Year first written.
3. The arbitration shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and venue of the arbitration shall be at Raipur. The courts at Raipur shall have the exclusive jurisdiction to decide the matter arising out of the Arbitration.

1. \_\_\_\_\_

Name

Designation

2. \_\_\_\_\_

Name

Designation

Place:

Date:

## LETTER OF TRANSMITTAL

To,

The CEO CREDA,  
Raipur,

Sub: Request for empanelment as consultant in CREDA.

Dear Sir,

Having examined the advertisement and the application form including scope of work, we hereby submit all the necessary information and relevant documents for participation in for Empanelment in CREDA for the various consultancy works as per the work scope.

The application is made by me/us on behalf of \_\_\_\_\_ in the capacity of \_\_\_\_\_ duly authorized to submit the offer.

We understand that CREDA reserves the right to reject any or all application without assigning any reason.

(Signature of applicant)

(Including title and capacity in which application is made)

# **11. INFORMATION OF CONSULTANTS**

SCHEDULE -A

## **CORPORATE INFORMATION OF CONSULTANTS**

1. Name of the consultant (in full) :

Applicant to provide this information:

- Name of the Company/Firm:
- Registration no. with the country of Registration:
- Year of registration:
- Registered address:
- Principal place of Business:
- Address of Branch office(own):
- Name and address principal/parent Company(if applicable):
- Name of contact person:
- Contact person's Designation:
- Address, telephone, fax no., email address of contact person:

2. Name of members of company :

3. Indicate the area of participation of : each members  
of the company

4. Nature of Assignment carried so far :

- I. \_\_\_\_\_
- II. \_\_\_\_\_
- III. \_\_\_\_\_
- IV. \_\_\_\_\_
- V. \_\_\_\_\_

5. Nature of Assignment in Hand :

- I. \_\_\_\_\_
- II. \_\_\_\_\_
- III. \_\_\_\_\_

(Signature of applicant)

(Including title and capacity in which application is made)

**FINANCIAL STATUS**

(For each member of the group)

- a. Name of the Consultant :
- b. Whether individual/ proprietary/ :
- c. Average Annual Turnover (for the :  
last 3 years) (Indian Rupees)
- d. ITR for last 03 financial year :
- e. Signed balance sheet from CA :  
Note: In case turnover is from source other than consultancy fees, separate certificate from CA shall also be submitted to show income through Consultancy service only.
- f. Total Number of Employees(for the last :  
5 Years)
  - i. Technical
    - a. Architectural and Engineering Professionals \_\_\_\_\_
    - b. Allied professionals \_\_\_\_\_
  - ii. Other\_\_\_\_\_

Note:

1. Data to be furnished by each of the members of the Consortium on separate sheets.
2. All foreign currencies should be converted to equivalent Rupees.

(Signature of applicant)

Including title and capacity in which application is made)

## TECHNICAL STAFF

### Information about the TECHNICAL STAFF

(Each member of the group to furnish information in their respective area of participation)

No	Field of specialization	Qualifications	No. of persons
1.	Surveyor		
2.	Building Structural designer		
3.	Civil Engineer		
4.	Acoustic Engineer		
5.	Urban Planner		
6.	Housing Analyst		
7.	Environmental Planner		
8.	Economic Planner		
9.	Statistical analyst		
10.	Architect		
11.	Landscape Planner		
12.	Infrastructure Analyst & designer		
13.	Interior designer		
14.	Electrical Expert		
15.	Draftsman		
16.	Others		

Note: supporting documents to be attached along with letter of employment/ association.

(Signature of applicant)

(Including title and capacity in which application is made)

## DETAILS OF THE EXPERIENCE AND PAST PERFORMANCE

Name of Employer/ Client	Name, Location, Brief Description, and date of commencement of work	Indicate whether 'Infrastructure Projects' including 'real estate works'	Total value of works (^In Crores)	Status of Project Completed	Status of Project in progress	Percentage completed if works are in progress.

### Any other relevant additional information

S No	Details	Remark

Note:

1. Certificates from the Employers/ Clients are to be attached in respect of information furnished.
2. Attach additional information qualifying the above, if required.

**Seal & Signature**

## ANNEXURE-A

### 1. WORK DETAILS: REDEVELOPMENT OF ENERGY EDUCATION PARK, RAIPUR

- Total area : -----acres
- Presentation on Idea on brief concept plan Raipur.

### 2. LANDSCAPING: landscaping of ENERGY EDUCATION PARK, located near VIP road, Raipur.

- Total Area : -- -----acres.

## **12. FINANCIAL BID**

<b>SN</b>	<b>DESCRIPTION</b>	<b>RATE in Rs.</b>
<b>1</b>	Planning and Design of multi-utility Building including detailed architectural plans, survey, Structural Designs, interior decoration, detailed working drawings (Good for Construction Drawings), Internal water supply, sanitary and electrical, HVAC etc drawings and details, BOQ/Bid Document, Periodic supervision. (Excluding External Services Design)	.....% of total project cost
<b>2</b>	For Landscaping ,lake development and other related work	.....% of total project cost
<b>3</b>	Interior Decoration Work and Heritage site work.	.....% of total project cost
<b>3a</b>	For work of any magnitude	.....% of total project cost
<b>4</b>	Structure Design Work only	.....% of total project cost
<b>4a</b>	For work of any magnitude	.....% of total project cost

- The above rates are inclusive of all professional taxes service taxes, income taxes but Exclusive of GST.

Place:

Date:

Seal & Signature of the  
Consultant/Engineer/Architect



### 13. AGREEMENT

*This agreement is hereby made today the ----- day of ----- 2018 at CREDA , Raipur between M/s -----, , a company/firm registered under the Companies Act, 1956 / Partnership Act / ----- Act, having its registered office at ----- India (hereinafter called as “”, the term which includes its successors, assigns and legal heirs),through ----- on one hand and Chhattisgarh State Renewable Energy Development Agency-CREDA registered under Societies Act having its Registered office at **Head Office, CREDA , Near Energy Education Park, VIP Road Raipur (C.G)** hereinafter called as “CREDA” the term which includes its successors, assigns and legal heirs; through Shri Rajeev Khare, C.E., CREDA Raipur on the other hand on the following terms and conditions:-*

1. Whereas, the “CREDA” intends to standardize the rates for Architect/Consultant/Structure Engineer/ Landscaper/ Interior Designer/Heritage Consultant, for planning designing along with engineering services for redevelopment of Energy Education Park at Raipur and its allied campus (C.G.)(hereinafter called as “Supply/ Works Contract for as per above EoI. “Party/Firm” had submitted their rates and agreed to supply/perform the “Work” to CREDA on the rates appended hereto in Part-1, as per the terms and conditions of the EoI already agreed upon, and,
2. Whereas, the “Party/Firm” is committed to execute the “ Work “ at the ordered site, on the rates already agreed upon, within the schedule mentioned in the Work/Supply orders that shall be issued from time to time and,
3. Whereas, it has been also agreed upon that during any disputes regarding interpretation of any of the clauses of this agreement, the decision of the “CEO/Director, CREDA” shall be final and binding on both the parties,
4. Whereas, it is agreed upon that all the terms and conditions of the EoI and work/supply orders which have already been agreed upon shall form part of this agreement and,
5. Whereas, it has also been agreed that for any disputes arising, the jurisdiction shall be the Courts of Raipur, in witness whereof, both the parties thereto, put their signatures below:

**Witness:**

1-----

**For and on behalf of CREDA**

2-----

**For and on behalf of Firm**