



**CHHATTISGARH STATE RENEWABLE ENERGY  
DEVELOPMENT AGENCY (CREDA)  
(Dept. of Energy, Govt. of Chhattisgarh)**

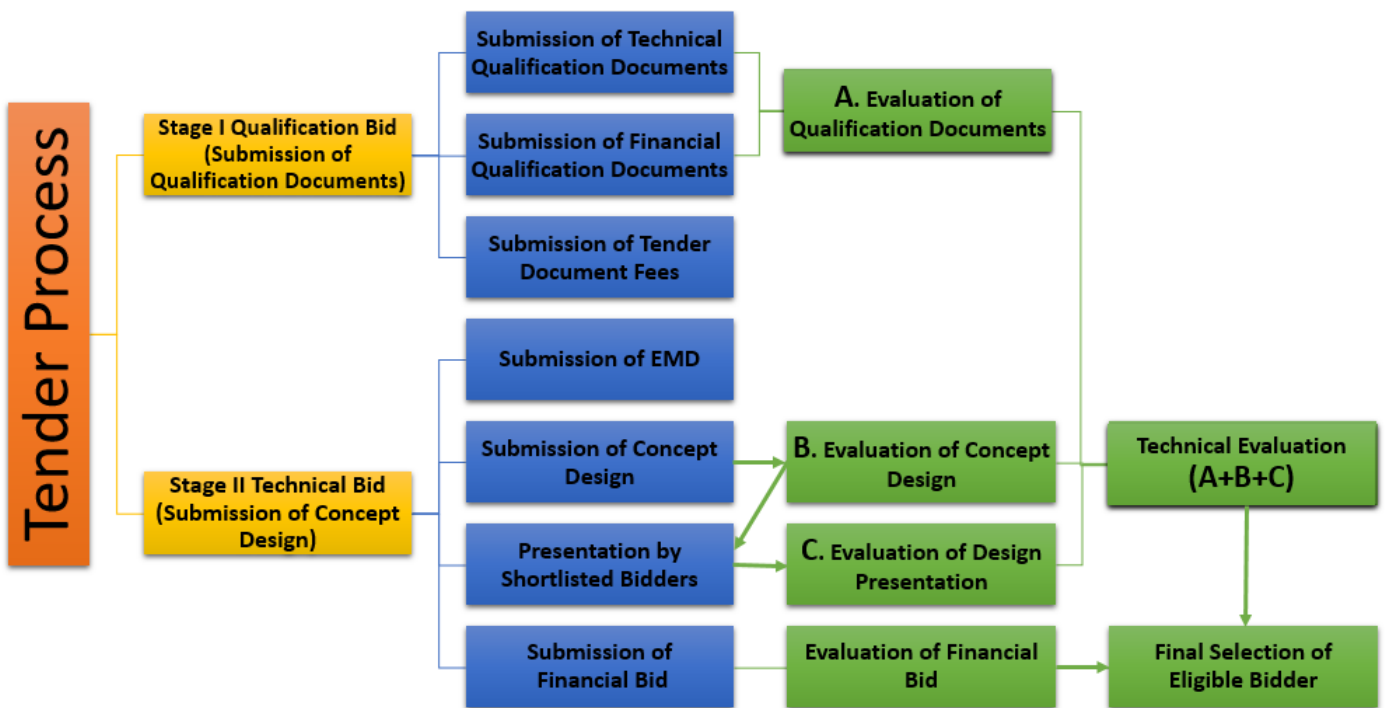
Near Energy Park, Village Fundhar,  
VIP Road (Air Port Road), Raipur 492015, Chhattisgarh,  
E-mail: [credatendercell@gmail.com](mailto:credatendercell@gmail.com), Website: [creda.co.in](http://creda.co.in)

**E-BID DOCUMENT No. 152265/CREDA/SHORTLISTING CONSULTANT/2023-24 Dated: 29-01-2024**

**CREDA invites Expression of Interest (EoI) cum QBS e-TENDER for Shortlisting Architect/Consultant/Consultancy Firm for designing of Sustainable Super ECBC compliant, Net Energy Positive, and Green Office Building for CREDA at Nava Raipur, Atal Nagar, Chhattisgarh, with complete architectural and all related Consultancy services defined in the scope of work.**

Particulars	From Date & Time	To Date & Time	Place
Date of issue of notice inviting EoI cum QBS e-Tender	29-01-2024 05:00 PM	-----	-----
Period of availability of bidding document at website	29-01-2024 05:00 PM	14-02-2024 05:00 PM	<a href="http://www.creda.co.in/Tenders">www.creda.co.in/Tenders</a> <a href="https://eproc.cgstate.gov.in">https://eproc.cgstate.gov.in</a>
Submission of Pre-Bid queries in writing	29-01-2024 05:00 PM	07-02-2023 05:00 PM	To submit hard copy at CREDA HO, Raipur or through E-mail at <a href="mailto:credatendercell@gmail.com">credatendercell@gmail.com</a>
Submission of Online Bid – Stage – I (Eligibility & Work Experience) and submission of Documents in hard copy	29-01-2024 05:00 PM	14-02-2024 05:00 PM	1. <a href="https://eproc.cgstate.gov.in">https://eproc.cgstate.gov.in</a> 2. To submit hard copy at CREDA HO, Raipur.
Opening of Online Bid Stage-I	15-02-2024 12:00 PM Onwards		At CREDA H.O., Conference Hall, Raipur. ( <a href="https://eproc.cgstate.gov.in">https://eproc.cgstate.gov.in</a> )
Declaration of shortlisted bidders for Stage-II	19-02-2024 12:00 PM Onwards		<a href="http://www.creda.co.in/Tenders">www.creda.co.in/Tenders</a>

- **Tender Document Cost (TDC)– Rs. 5,000.00 + 18% GST = Rs.5,900.00 (Non-Refundable)(In words Rupees Five Thousand Nine Hundred Only) to be deposited in CREDA’s account at Stage –I.**
- **EMD of Rs. 1,00,000/- (One Lakh only) via Demand Draft/ Pay Order or RTGS / NEFT in favour of “CREDA” payable at Raipur (C.G), to be deposited (if shortlisted) in CREDA’s account at Stage –II by shortlisted bidders.**
- **Tender Document can be downloaded from our website [www.creda.co.in](http://www.creda.co.in).**



**CHATTISGARH STATE RENEWABLE ENERGY DEVELOPMENT AGENCY**

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**NOTICE INVITING TENDER**

CREDA invites online bid for the below stated work:

S No	Description of Work	Cost of Tender Document	EMD
1	CREDA invites Expression of Interest (EOI) cum QBS e-TENDER for Shortlisting Architect/Consultant/Consultancy Firm for designing of Sustainable Super ECBC compliant, Net Energy Positive, and Green Office Building for CREDA at Nava Raipur, Atal Nagar, Chhattisgarh, with complete architectural and all related Consultancy services defined in the scope of work.	Rs.5,900/-	Rs. 1,00,000/-

*Note: -The Bidders who participated in tender no. 125980, Dtd. 24-02-2023, 13131, Dtd. 19.04.2023, & 139367, Dtd. 23.06.2023 and have deposited TDC of Rs. 11,800/- need not deposit the TDC (Rs. 5,900/-) again, but have to deposit EMD of Rs. 1,00,000/-(if shortlisted for stage-II) for this tender. However, they have to submit a proof of TDC deposit (for the aforementioned previous tender). Other Bidders have to deposit the TDC and EMD as prescribed and scheduled.*

Important Events and time schedule for this Bid are as follows: –

Particulars	From Date & Time	To Date & Time	Place
Date of issue of notice inviting EoI cum QBS e-Tender	29-01-2024 05:00 PM	-----	-----
Period of availability of bidding document at website	29-01-2024 05:00 PM	14-02-2024 05:00 PM	<a href="http://www.creda.co.in/Tenders">www.creda.co.in/Tenders</a> <a href="https://eproc.cgstate.gov.in">https://eproc.cgstate.gov.in</a>
Submission of Pre-Bid queries in writing	29-01-2024 05:00 PM	07-02-2023 05:00 PM	To submit hard copy at CREDA HO, Raipur or through E-mail at <a href="mailto:credatendercell@gmail.com">credatendercell@gmail.com</a>
Submission of Online Bid – Stage – I (Eligibility & Work Experience) and submission of Documents in hard copy	29-01-2024 05:00 PM	14-02-2024 05:00 PM	1. <a href="https://eproc.cgstate.gov.in">https://eproc.cgstate.gov.in</a> 2. To submit hard copy at CREDA HO, Raipur.
Opening of Online Bid Stage-I	15-02-2024 12:00 PM Onwards		At CREDA H.O., Conference Hall, Raipur. ( <a href="https://eproc.cgstate.gov.in">https://eproc.cgstate.gov.in</a> )
Declaration of shortlisted bidders for Stage-II	19-02-2024 12:00 PM Onwards		<a href="http://www.creda.co.in/Tenders">www.creda.co.in/Tenders</a>

- At Stage I (**Open e-tender**), Qualification Bid (as per the checklist) will be submitted online only at <https://eproc.cgstate.gov.in> with a duly sealed & signed hard copy at CREDA SE (RE-V). If there is any discrepancy in the e-Bid and hard copy, only the documents in e-Bid shall be considered as valid. **In no case the hard copy of documents shall be evaluated, they are only for record keeping by CREDA.** Bidders are advised to follow the instructions provided for Registration and e-Submission Process accordingly. (For any query about e-bidding please visit user manual at <https://eproc.cgstate.gov.in>.)

- **At Stage II (Limited e-tender)**, Technical Bid (Concept Design) is to be submitted online at <https://eproc.cgstate.gov.in> and hard copy duly sealed & signed at CREDA, SE (RE-V) and Financial Bid will be submitted online at <https://eproc.cgstate.gov.in>.
- Details of this tender are mentioned at Tender Documents which can be downloaded from our website-[www.creda.co.in](http://www.creda.co.in)
- **The Bidder will have to deposit the TDC (at Stage-I) and EMD (only if shortlisted for Stage-II) as mentioned above through Demand Draft/Pay Order or NEFT/RTGS payable to CREDA Raipur while submitting the tender in prescribed manner.**
- Bidders are requested to submit their suggestions/objections/ reservations if any with details so as to avoid any confusion and to ensure clarity and transparency regarding the Bid in writing or by e-mail.
- Any Addendum/Corrigendum/Amendment Notice if arises will only be uploaded on CREDA's Website.
- The Shortlisted bidders (05 nos.) from Stage-II (after opening of e-technical bid) will have to present the conceptual design for Super ECBC net energy positive green office building through a power point presentation (off-line).
- If any amendment is done in this tender then the same will be notified through CREDA's website <https://creda.co.in>
- The Financial Bid will be opened (Online) for top 3 eligible bidders only.
- For further information, may contact the following:  
Shri Rajeev Gyani, Superintending Engineer, RE II, CREDA - Mob. No.: +919425503742
- CREDA reserves all rights to accept/reject any or all tenders in full/part without assigning any reasons.

**Tender Cell**  
**H.O. CREDA, Raipur**  
**(C.G.)**

## CHECK LIST OF DOCUMENTS TO BE UPLOADED ON THE E-BIDDING PORTAL AT STAGE I QUALIFICATION BID

To ensure that your Bid uploaded on the Chhattisgarh e-Procurement portal i.e. <https://eproc.cgstate.gov.in> is complete in all respects, please go through the following checklist & tick mark for the enclosures attached with your Bid –

S. No.	Envelope	Description	Attached	Not Attached
1	A.	Tender Document Cost submission form of the bidder confirmed by CREDA.		
2		Scanned copy of Undertaking of the Bidder as mentioned on Page –9 of the tender document on the letter head of bidder. In case of consortium undertaking from each firm/organization owner is required.		
3		Copy of original tender document duly signed with stamp on each page, as a confirmation of acceptance of the Terms & Conditions (T&C).		
4		PAN, GSTIN issued in the name of the bidder		
5		Self-certificate from Bidder on not being debarred from Government contract or a blacklisted company.		
6		Declaration of conflict of interest - by the bidder about any relatives working with CREDA and Affidavit ( <b>Annexure II</b> ) ( <b>Hard Copy to be submitted</b> )		
7		Copy of registration of key member/s of the firm with Council of Architecture, India along with their CVs is required to be submitted.		
8		Copy of Green Rating Certification/s viz, LEED/IGBC/GEM/GRIHA Accredited/Certified Professional of minimum two key members are required of which at least one should be an ECBC Expert.		
9	B.	<ul style="list-style-type: none"> <li>• Proofs of past executed work in support of designing/developing architectural concepts and detailed designs, energy simulation, compliance of ECBC/Super ECBC/Net energy surplus buildings &amp; Green building ratings as mentioned in detail in Section-1 (3) Eligibility Criteria.</li> <li style="text-align: center;">&amp;</li> <li>• Copy of Original certificate for last three financial years Turnover i.e. 2020-21, 2021-22, &amp; 2022-23 of work done in field.</li> <li>• Copy of ITRs for last three financial Years i.e. 2020-21, 2021-22, &amp; 2022-23 of the bidder.</li> <li>• Original Net worth Certificate duly signed by Chartered Accountant as on 31<sup>st</sup> March 2023.</li> </ul>		

**Note:-** Bidders shall have to also submit the original hard copies of the above mentioned documents.

**(Sign & Seal of the Bidder)**

**DETAILS OF EMD AND TENDER DOCUMENT FEE**

Name of A/c	CREDA
Bank & Branch Name	ICICI Bank, Pachpedi Naka, Raipur
Bank Account Number	134601000400
Branch IFSC Code	ICIC0001346

Bid No. and Date	
Name of the Bidder	
<b>Bidder's Bank Account Details</b>	
(i) Name of the bank	
(ii) Branch	
(iii) IFSC Code	
(iv) Account No.	
(v) Transaction reference number	EMD - .....; Tender Document Fee - .....
(vi) Date of transaction	EMD - .....; Tender Document Fee - .....
(vii) Tender Document Fee	Rs. ....../- In Words (Rs.....)
(viii) EMD	Rs. ....../- In Words (Rs.....)

(Sign & Seal of the bidder)

**\*NOTE –**

- 1. The EMD and the Tender Document Fee shall have to be deposited as mentioned in the NIT in CREDA's bank account (amount mentioned above). Bidder shall have to upload the transaction details as above or a scanned copy of the DD (if transaction is done through DD)**
- 2. In case the transaction is done through DD, the original DD has to be submitted in envelope.**



## UNDERTAKING OF THE BIDDER

(To be submitted on letter head)

I/We have read carefully and examined the notice inviting Bid, schedule, General Rules and terms and conditions of the contract, special conditions, Schedule of Rates and other documents and Rules referred to in the Bid document for the design & supervision of CREDA Office Building Project.

I/We hereby tender my rates for the consultancy for CREDA as specified within the time stipulated in the schedule in accordance with all aspects with the specifications, designs, drawings and instructions with such conditions so far as applicable.

I/We agree to keep the Bid valid for One Hundred Eighty (180) days from the due date of submission thereof and not to make any modifications in its terms and conditions.

A sum of **Rs. One Lakh** is hereby forwarded as **Earnest Money** in the form of crossed Demand draft/Pay order / RTGS / NEFT payable to CREDA at Raipur (C.G.). If I/We fail to commence our services ordered in specified time or fail to fulfil the any condition of Bid document, I/We agree that the CREDA shall, without prejudice to any other right or remedy, be at liberty to forfeit the said Earnest Money absolutely. The said Earnest Money shall be retained by CREDA for one year from the date of hand over of new office building to competent authority of CREDA to their satisfaction towards security deposit to execute all the works referred to in the Bid documents upon the terms and conditions contained or referred to therein and to carry out such deviations as may be required by CREDA.

I/We hereby declare that I/We shall treat the Bid documents, specifications and other records connected with the work as secret/confidential and shall not communicate information derived there from to any person other than a person to whom I/We have authorized to communicate the same or use the information in any manner prejudicial to the safety of CREDA/Government.

I/We shall abide to all the laws and shall be responsible for making payments of all the taxes, duties, levies and other Govt. dues etc. to the appropriate Govt. departments.

Our GST Registration No. \_\_\_\_\_ The PAN No. under the Income Tax Act is \_\_\_\_\_.

I/We shall be responsible for the payment of the respective taxes to the appropriate authorities and should I/we fail to do so, I/we hereby authorize CREDA to recover the taxes due from us and deposit the same with the appropriate authorities on their demand.

I/We declare that none of our relatives is working in CREDA either on Regular/Contract/Placement basis or I/We don't have any partnership/subcontract obligation with any employee working in CREDA at present directly or indirectly and we will not enter in such obligation in future also. If any breach of declaration is found than we will be responsible for our debarment and any other action taken by CREDA.

Dated:

**Signature**

Place:

Name of Bidder with seal.....

**Witness:**

Signature: .....

Name: .....

Postal Address:

.....  
.....  
.....

## SECTION -1

### 1. INTRODUCTION

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. The major schemes like solar roof top (off grid & grid connected), National program on bio gas development, solar thermal, solar agriculture pumps are implemented by CREDA in the field of renewable energy.

The Government of Chhattisgarh has nominated CREDA as the State Designated Agency (SDA) of Bureau of Energy Efficiency (BEE), Ministry of Power, Government of India to coordinate, regulate and enforce the provisions of the Energy Conservation Act-2001 and implement schemes under the said Act of Ministry of Power, Govt. of India within the State of Chhattisgarh. Under this mandate, CREDA promotes & implements energy efficiency and conservation activities in the State of Chhattisgarh. CREDA in support of BEE has implemented the National programs such as PAT, ECBC, Demand Side Management and Standards & Labelling in Chhattisgarh. Numerous State energy conservation activities are also executed by CREDA in industries, agriculture, residential/commercial buildings & educational institutes etc.

CREDA has always played an important role in innovation & promotion of renewable energy & energy efficient technologies for every sector of the society. Energy Conservation Building Code that defines energy efficiency norms for commercial buildings is the need of the hour. By realising its importance, CREDA is in the process to construct its own office building as a **Sustainable Super ECBC compliant Net Energy Positive Green Building** at Nava Raipur, Atal Nagar, Dist. Raipur. This proposed building will be an iconic model for other upcoming green & energy efficient buildings in the State. This proposed building must incorporate every possible feature of sustainable architecture, energy efficiency/energy surplus systems with latest green building technologies.

This EoI is invited for shortlisting an Architect/Consultant/Consultant Firm for the above mentioned project. The Concept Design for the project will be prepared at Stage II (after issuance of limited e-tender) which will be helpful to CREDA for finalizing the design and further process of construction of the office building. For ease of selection of the consultant the bidding process is divided in the following Stages:

Stage	Particulars	Submissions
Stage I (Open e-Tender)	Qualification Bid	Eligibility and Work Experience
Stage II (Limited e-Tender)	e-Technical Bid + e-Financial Bid	Online submission of Concept Design + Submission of Financial Bid (online)
	Final Review of Technical Bid	Presentation through power point (off-line)
	Opening of e-Financial Bid	Finalization of eligible bidder

## **2. DEFINITIONS**

In the “Bid / Tender” as herein defined where the context so admits, the following words and expression will have the following meaning:

- (A). “Bidder/Tenderer” shall mean Bidding Company submitting the Bid. Any reference to the Bidder includes Bidding Company including its successors, executors and permitted assignees jointly and severally, as the context may require”; Project, proposals are hereby invited from reputed organizations/firms that possess proven professional capabilities in comprehensive Architectural Design and are eligible.
- (B). “BIS" shall means specifications of Bureau of Indian Standards (BIS);
- (C). “Bid/Tender” shall mean the Techno Commercial and the Price/Financial Bid submitted by the Bidder along with all documents/credentials/attachments, formats, etc., in response to this Bid Document, in accordance with the terms and conditions hereof.
- (D). “Bidding Company” shall refer to such company / firm / partnership/ trust that has submitted the Bid in accordance with the provisions of this Bid;
- (E). “Bid Deadline” shall mean the last date and time for submission of Bid in response to this Bid as specified in Bid Information Sheet and as specified in this Bid document including all amendments thereof;
- (F). “Bid Document” shall mean all Definitions, Sections, Drawings, Formats & Annexure etc. as provided in this bid including all the terms and conditions hereof.
- (G). “Chartered Accountant” shall mean a person practicing in India or a firm where all the partners are practicing in India as Chartered Accountant(s) within the meaning of the Chartered Accountants Act, 1949.
- (H). “CoA” means Council of Architecture, Ministry of Education, Govt. of India.
- (I). “Competent Authority” shall mean Chief Executive Officer(CEO) himself and/or a person or group of persons nominated by the CEO, CREDA for the mentioned purpose herein.
- (J). “Company” shall mean a body incorporated in India under the Companies Act, 1956.
- (K). “Consultant” means a legally-established professional consulting firm or an organization that may provide or provides the Services to the Employer under the Contract.
- (L). "Contract" means the agreement entered into between the Employer and the Consultant/Consultant Firm/Successful bidder, as recorded in the Contract Form signed by the parties, including all the attachments and appendices thereto and all documents incorporated by reference therein.
- (M). "Contract Price" shall mean the amount finalized in accordance with the prices accepted in Bid as payable to the Consultant/ Consultant Firm/ Successful bidder for full and proper performance of its contractual obligations.
- (N). “Completion of Work” means that the Project/Works have been completed operationally and structurally has been attained as per Technical Specifications.
- (O). “Contract Document" shall mean collectively the Bid Document, Design requirements, Scope of work and Annexures, agreed variations, if any, and such other documents consisting the bid and acceptance thereof.
- (P). “CREDA” means Chhattisgarh State Renewable Energy Development Agency (CREDA).
- (Q). “CV” means Curriculum Vitae.
- (R). “Day” means calendar day.

- (S). “DPR” means– A report containing Design Proposal and also include architectural Design guidelines, requirements and salient features, estimated cost & timeline and requirements of building services and infrastructure etc. Therefore, the Architect should bid the fee including preparation of Detailed Project Report.
- (T). “DP Consultant “Means a consultant that has been selected for the preparation of Design Proposal of the permanent Sustainable Super ECBC Compliant, Net Energy Positive, Green Office Building for “CREDA”.
- (U). “EMD” Earnest Money Deposit shall mean the unconditional and irrevocable online payment to be submitted along with the Bid by the Bidder;
- (V). “Employer” shall mean Chhattisgarh State Renewable Energy Development Agency (CREDA)
- (W). “Effective Date” means the date from which the Time for Completion shall be determined;
- (X). “GCC” means the General Conditions of Contract contained in this section;
- (Y). “GFC” means the Good for Construction drawings/documents;
- (Z). “IFB” Shall mean Information for Bidder.
- (AA). “Key Expert(s)” means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose CV is taken into account in the technical evaluation of the Consultant’s proposal.
- (BB). “MNRE” shall mean Ministry of New and Renewable Energy.
- (CC). “NIT” Shall means Notice Inviting Tender
- (DD). “Price/Financial Bid” shall mean separate Envelope, containing the Bidder’s Quoted Price as per the format prescribed in Section-III (Technical & Special Conditions of Contract) of this BID.
- (EE). “Qualified Bidder” shall mean the Bidder(s) who, after evaluation of their Techno Commercial Bid as per Eligibility Criteria set forth in Section III: Technical& Special Conditions of Contract of this BID stand qualified for opening and evaluation of their Price/Financial Bid.
- (FF). “QBS” shall mean Quality Based Selection.
- (GG). “QCBS” shall mean Quality Cum Cost Based Selection.
- (HH). “SDA” shall mean State Designated Agency.
- (II). “Statutory Auditor” shall mean the auditor of a Company appointed under the provisions of the Companies Act, 1956 or under the provisions of any other applicable governing law;
- (JJ). “SNA” shall mean State Nodal Agency.
- (KK). “Successful Bidder(s)”shall mean the Bidder(s) selected by Employer pursuant to this Bid i.e., on whom award is made.
- (LL). “TimeforCompletion”meansthetimewithinwhichCompletionoftheProject/Works istobeattainedaspertherespectivePO/LoAortherelevantprovisionsofthecontract.
- (MM). “Tender Document Cost (TDC)” is the amount charged for tender form payable at Stage-I of the bid.
- (NN). “The Project” means proposed Sustainable Super ECBC Compliant, Net Energy Positive, and Green Office Building for CREDA at Nava Raipur, Atal Nagar, Chhattisgarh.

(OO). “VOC” Volatile Organic Compounds, or VOCs, are gases that are emitted into the air from products or process such as paints, polishes, adhesives, solvents, aerosol sprays etc. causing air pollution with harmful side effects such as eyes, nose, throat irritation, causing cancer etc.

### **3. ELIGIBILITY CRITERIA (for all the bidders participating for stage-I)**

#### **1. Technical Requirements:**

- A.** The bidder firm should be an Architecture Firm/Company/Partnership OR ECBC Expert Firm/Company/Partnership OR a Consortium/Joint Venture of Architecture Firm and ECBC Expert firm. Further, the senior or the Key Experts of the Firm should have a valid Council of Architecture, India (CoA) Registration number. The firm should be eligible to practice the profession of architecture in India according to all applicable laws.
- B.** The bidder must have designed and got executed at least One (Govt. or Private) 4 or 5 Star rated Green building project like LEED/IGBC/GRIHA/GEM/Super ECBC in Office/Commercial/ Institutional building typology, with a minimum built-up area of 3500 sq. m. or more in the past ten years that are similar to the requirements of CREDA office project.

#### **2. Financial Requirements:**

- a.** The bidder should have a minimum **average annual turnover** of **Rs. 3 Crores** or more during last three years, i.e. 2020-21, 2021-22, & 2022-23 and shall have **net worth** of Rs. 25 lakhs as on 31-03-2023. Certified copies of the annual returns and audited balance sheet submitted to the Registrar of Companies/ Income Tax Authorities should be enclosed. For the preceding years an **Original Summarized Sheet** of turnover certified by registered CA having UDI number as a proof, must be enclosed. The above mentioned turnover can be the individual/combined turnover of the associated firms. The leading firm shall be the firm with more experience and ECBC expertise.
- b.** The bidder should have the necessary statutory compliances in place with minimum five years of continuous operation up to the date of publication of this tender document.
- c.** Bidders who are debarred from business by Govt. /Govt. Agency in any state would not be eligible to participate in this bid. A self-declaration should be submitted by the bidder to this effect, failing which bid shall be rejected.
- d.** Even though the bidders meet the above qualifying criteria, they are subject to be disqualified if they have:
  - i.** Made misleading or false representations in the forms, statements, affidavits and attachments submitted in proof of the qualification requirements; and/or
  - ii.** Record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion litigation history, or financial failures etc.; and/or
  - iii.** Participated in the previous bidding for the same work and had quoted unreasonably high or low bid prices and could not furnish rational justification for it to CREDA.

#### 4. APPLICATION FORM

The bidder has to fill the following details duly signed & sealed in this form.

S. No.	Name of the firm/Agency	
1	Official Address of the Firm/Agency	
2	Name of authorized signatory ( In block letters ) for the firm/agency	
3	Telephone Numbers of the Firm/agency	
4	E-mail address	
5	GST no. (Attached self-attested copy of the certificate)	
6	Firm registration certificate No. (Attached self-attested copy of the certificate)	
7	PAN No. (Attached self-attested copy of the certificate)	

Place:

Authorized Signature

Date:

Name in Full

Designation

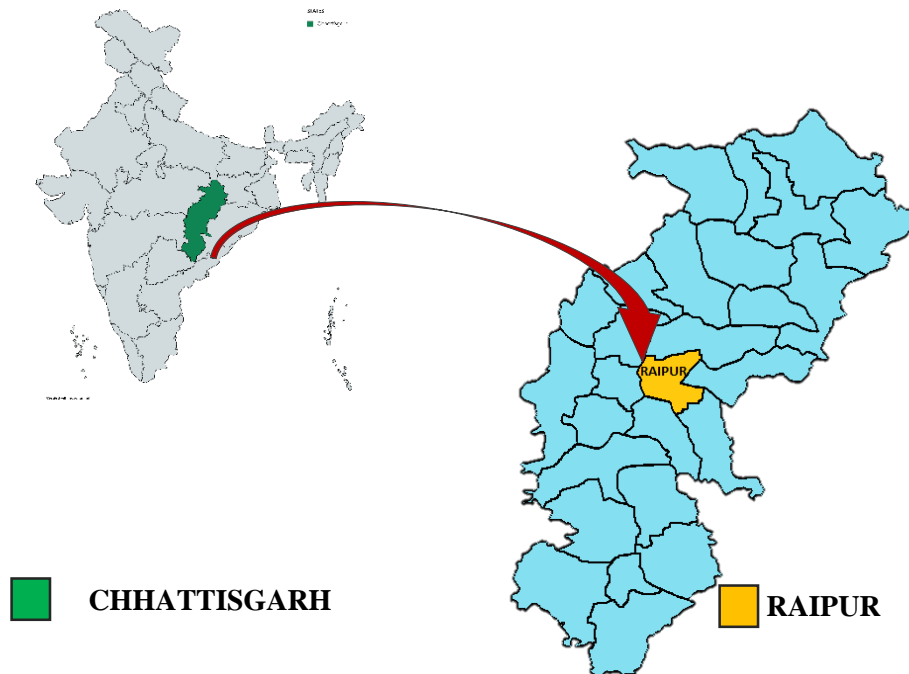
Firm Seal

## 5. SITE DESCRIPTION

The plot allotted to CREDA has an area of 2975 Square Meters and will be used to develop a “Sustainable Super ECBC compliant Net Energy Positive Green” office building for approx. 170 office staff. The following are the basic details of the site.

❑ Plot number	= 52
❑ Total plot area	= 2975 sq. m (32011 sq. ft)
❑ Plot Size	= 35.42 m X 84 m (116’-2” X 275’-6”)
❑ Address	= Sector 24, Kaya Bandha, Nava Raipur, Atal Nagar, Chhattisgarh

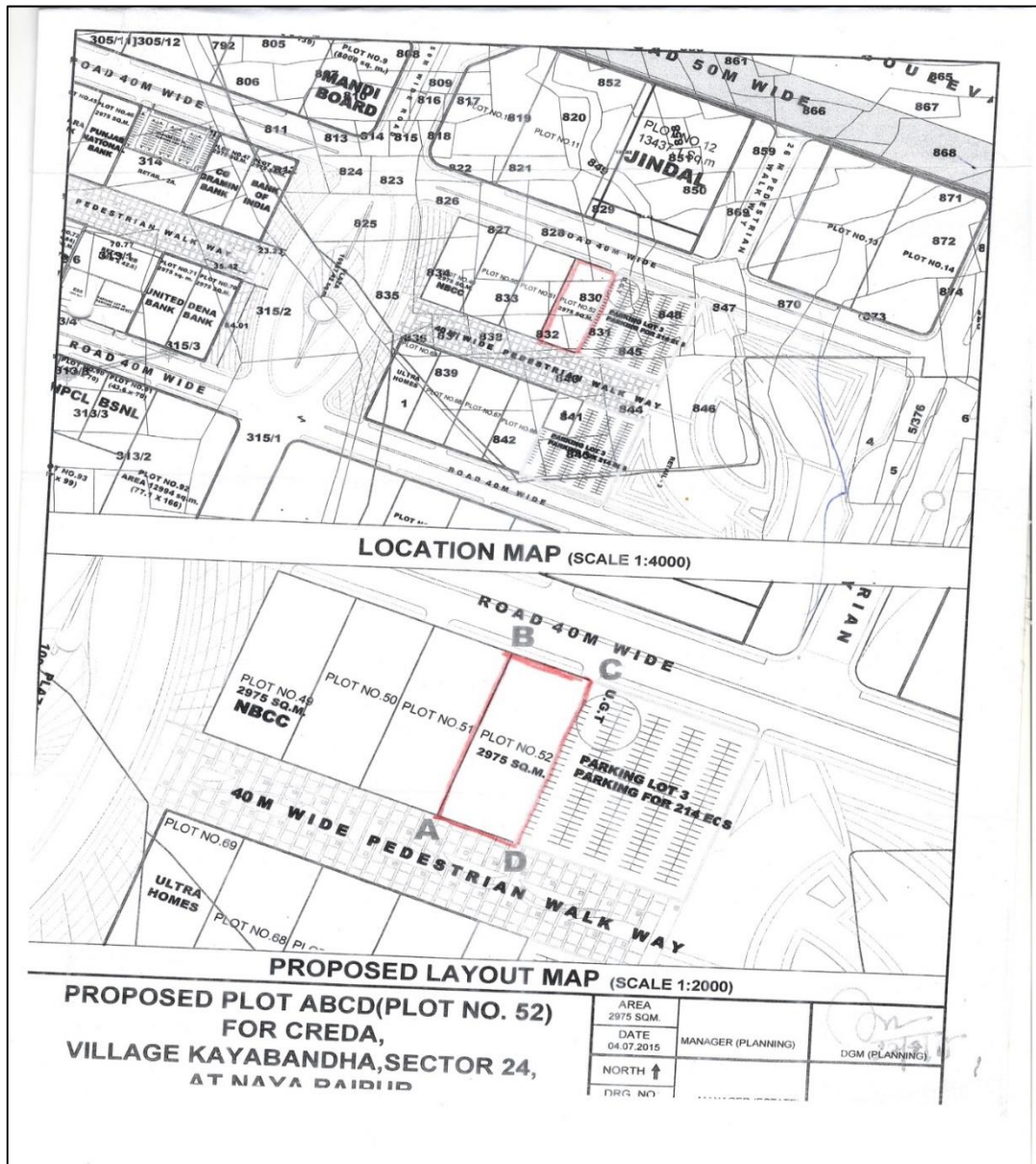
\*\*\*Note: Plot Survey drawing in CAD format will be provided to the bidder by CREDA.



### 1. SATELLITE IMAGE & LOCATION OF THE SITE

Latitude-21°09'44.58" N Longitude- 81°46'23.75" E





SITE LAYOUT PLAN



SITE PHOTOGRAPHS



**2. REQUIREMENTS**

The following table defines the tentative built-up area required for CREDA officials and Staff:

S. No.	Designation		Area Per Post (Sq.ft)	Total Area Required (Sq.ft)
1	Chairman	1	300	300
	i. Meeting Room + Washroom	1	350	350
	ii. PA of Chairman & Staff & Waiting	1	200	200
2	Members	2	275	550
	i. Meeting Room + Washroom	2	350	700
	ii. PA of Members & Staff & Waiting	1	200	200
3	CEO	1	250	250
	i. Meeting Room + Washroom	1	350	350
	ii. PA of CEO & Staff & Waiting	1	200	200
4	Officers I + Washroom	9	220	1980
5	Officers II + Washroom	27	175	4725
6	Officers III	100	100	10000
7	Energy Conservation Cell (ECBC + PAT Cell + Washroom)	1	500	500
8	Supporting Staff	48	10	480
9	Conference Hall with washroom (35 – 40 Seating Capacity)	2	800	1600
10	Meeting Hall with Washroom(100 Seating Capacity)	1	1600	1600
11	Waiting Room + Canteen + Library	1	1600	1600
12	Recreation Room	1	600	600
13	Public Utility	5	500	2500
14	Dispatch Section	1	250	250
15	Atrium Lobby in each floor	6	1250	7500
16	Store/Record Room	6	300	1800
17	PRO & Staff	1	175	175
18	Circulation Space (25% of Built up area)	1	9600	9600
<b>TENTATIVE BUILT-UP AREA</b>				<b>48010sq.ft (4460.23 sq.m)</b>
<b>TENTATIVE CARPET AREA</b>				<b>38408 sq.ft (3569.51 sq.m)</b>

## SECTION -2

### 1. SCOPE OF WORK (for eligible shortlisted bidders at stage-II)

Based on the given requirements and site details, under complete scope of work, the bidder shall provide details as mentioned in this section including any other details not explicitly mentioned but required for complete understanding of the project in a holistic way. CREDA expects the project to serve as a prototype demo project for forthcoming projects in Chhattisgarh. The building should stand as a landmark, representative of CREDA's operations and functions.

- A. All drawings, documents, reports and any other documents submitted in fulfilment of the scope of work shall be prepared strictly as per statutory provisions and guidelines issued by the central/state government/local authorities and also in adherence with the local climatic conditions and best global practices as applicable to such development.
- B. All intellectual Property Rights of the schemes and proposals submitted in fulfilment of the scope of work shall rest with CREDA.
- C. The duration for the completion of project is estimated to be 24 months from the date of inception of work at site.
- D. The bidder shall prepare Conceptual design proposal/s covering all criteria for achieving Green Building certification, Super ECBC Compliance as per latest amendment of ECBC 2017 and renewable energy system integration to make it Net Positive. The design should be climate responsive by the use of passive design strategies.
- E. Final decision of the rating system to be applied during detail design stage viz. LEED/IGBC/GRIHA/GEM shall remain with CREDA.
- F. The bidder selected for the final design consultancy & supervision work shall provide detailed design, detail estimation, engineering and working drawings, architectural consultancy support, interior design & consultancy, MEP services, landscape design and details covering all the systems, material selection/approval and site supervision till the building is ready in all aspects fulfilling criteria for Green building rating and energy efficiency, etc. necessary for completion of the project in all aspects.

### 2. REQUIRED DESIGN AND DETAILS at Stage II (As a part of concept design)

#### A. Conceptual sketches describing:

- Design Development & Summary
- Form Evolution
- Key Features of the design
- Special considerations

#### B. Building Floor Plans highlighting the following:

- Building Orientation
- Furniture layout
- Circulation
- Area Statements- Built up area, Carpet area, circulation area, Open & semi-open space areas

**C. All side Conceptual Elevations highlighting the following:**

- Fenestrations
- Shading devices
- Balconies & Terraces
- Other features if any

**D. Building Sections (Min. 4 Nos.)**

- Minimum one through Staircase
- One through Toilets
- One through Courtyard or open spaces if provided
- As required to specify design details

**E. 3-D rendered Views**

- Blow up views of special features incorporated in the design
- HD Walk through with voice over OR Scaled Physical model (1:100)

**F. Basic Landscape Details must include followings:**

- Basic details of types of plants used
- Landscape details highlighting water & waste reduction techniques

**G. Basic Interior Details must include followings:**

- Furniture layout & conceptual themes of various category of office cabins

**H. Diagrammatic representation & details of techniques incorporated to make the building sustainable and energy efficient:**

- Basic Model (Box Model) energy simulation report
- Day light simulation

**I. Preliminary Cost Estimate considering the requirements of detailed design stage.**

**Note:** Any exclusions of services to be clearly mentioned by the consultant.

**3. DOCUMENTS TO BE SUBMITTED (AFTER AWARD OF WORK TO THE FINAL ELIGIBLE BIDDER)**

- A.** The design & detailed engineering drawings shall be complete with design basis reports of all works & systems/services, design calculations, specifications, required documentation, drawings, Item rate tender inputs etc. with sufficient details for clear understanding.

*Note: Plot survey is under CREDA's scope and Soil Testing will be under Consultant's scope.*

- B.** On approval of the above, design details and "Good for Construction" (GFC) drawings shall be prepared by the Consultant and submitted to CREDA for final review.
- C.** Subsequent to incorporation of all comments as received from CREDA after final review, the design details and GFC drawings shall be submitted by the consultant

for final approval of CREDA

- D.** Preparation and submission of detailed Cost Estimates, Bill of Quantities and Tender documents. Preparation of Item Rate tender(s) inputs for the number of tender packages decided by CREDA (i.e., Scope of work, Tender drawings, schedule of quantities with backup documents, Schedule of Rates/Detailed Cost Estimates with analysis of rates along with back up documents/quotations, technical specifications, list of makes, specific provisions if any and any other input required for preparation of Item Rate tenders etc.) is included in the scope of works.
- E.** The Consultant shall attend pre-bid meetings of tenders and provide replies to bidder's queries pertaining to his scope of works during the tendering process.
- F.** The Consultant shall prepare & issue GFC Drawings including Architectural, Structural, Interior, Landscape plumbing , fire-fighting, electrical (HT & LT) , HVAC, Diesel/Gas based Generator sets, all LV /ELV systems [Automatic Fire Alarm System, Public Addressing System, Renewable energy systems, CCTV System, Access Control System, Lighting Control System, IT/ Data Networking System, Office printing solutions , Intelligent Building Management System, Elevator (Passenger & Goods), Vehicle Parking Audio & Video System including digital wall and HD video conferencing] & Security system . The GFC drawings shall be prepared in line with approved engineering design basis, approved concepts, approved tender drawings, specifications & Schedule of rates and shall be adequately detailed and shall contain enough information to enable construction, full measurement, pricing and production of bill for payment.
- G.** The Consultant shall review all technical data sheets, documents & shop drawings etc. submitted by the contractor.

#### **4. COORDINATION**

- i.** The statutory approval from the authority having jurisdiction and vetting of structural/MEP drawings from Centre for Environmental Planning & Technology (CEPT), Ahmedabad will be under the consultant firm's scope of work.
- ii.** The Consultant along with sub-consultants shall attend review meetings which may be conducted at a short notice also.

#### **5. NET POSITIVE AND GREEN BUILDING CERTIFICATION**

- i.** The Consultant shall perform design analysis on different Net zero energy design strategies, in consultation with CREDA. Any amendments, there to, shall also be in consultation with CREDA
- ii.** All conceptual & detailed designs and supporting analysis pertaining to HVAC/ electrical/ renewables/ lighting/ envelope design, etc. will be peer reviewed and vetted by CREDA, before release for execution.
- iii.** Energy/ all other simulations and obtaining Green Building Certification will be under consultant's scope of services.
- iv.** The Consultant shall incorporate design changes required to obtain the Green

Building Certification.

- v. The targeted certification will be LEED/ IGBC Net zero rating system – Platinum/ GRIHA 5 STAR (Provisional & Final rating).
- vi. Green building certification related works such as feasibility study, analysis, documentation, Day lighting & energy simulation, coordination, submission, registration of the project with LEED/ IGBC/ GRIHA/, coordination with LEED/ IGBC/ GRIHA officials for site visits and other stakeholders will be in the Consultants scope of services.
- vii. The complete certification fee for green rating shall be paid by CREDA.

## **6. REVIEW OF CONTRACTOR’S DELIVERABLES**

- i. The Consultant shall review, check and approve the technical data sheets, shop drawings, documents/datasheets of equipment’s/materials, Quality Assurance Plan for materials etc. prepared and submitted by the Contractor.
- ii. CREDA has all the right to peer review the deliverables prepared & submitted by contractor and approved by the Consultant and take corrective action, as deemed fit to meet project requirement.

## **7. CONSTRUCTION/EXECUTION**

- i. Stage-wise supervision is required from the consultant. The consultant will be expected to visit the site, as per the requirement of the progress of the project or if the contractor requires site review of special design features.
- ii. The consultant shall aid in approval of samples, inspection and evaluation of construction works including selection and procurement of items.
- iii. The consultant shall provide clarifications and decisions as required for construction/execution activities.
- iv. The consultant shall review the deviations (if required during execution) submitted by contractor including its technical & financial justification and forward the recommendation to CREDA for processing the deviations.
- v. The consultant shall review and certify the As-Built drawings submitted by contractor after completion of works.

## **8. OTHER ACTIVITIES AND IMPORTANT CONDITIONS**

- i. The consultant will make its best endeavour to reduce the cost of construction by any change of specifications, method of construction, value engineering or any innovative or economical design.
- ii. The consultant shall visit the site during construction (till handing over), at regular intervals and additionally if required for the progress of the project at site, shall aid in the selection of materials, approval of samples, and to inspect and evaluate the construction works, provide clarification and decision, in drawings/specifications, attend conferences and meetings etc. No separate payment/reimbursement shall be made on this account and quoted price is deemed to be inclusive of these expenditures.

- iii.** The Detailed Estimate prepared by the Consultant for the Item Rate Tender(s) shall be reviewed by CREDA along with the backup documents /quotations and rate analysis provided by consultant. Any further documents/justification required to justify the estimate shall be provided expeditiously by Consultant. CREDA is at Liberty to ask consultant to make changes in the scope of works of Tender to meet its requirement. However, no additional payment shall be made to Consultant on this account.
- iv.** The Consultant or professionals engaged by him shall make visits to project site as required. All travels, boarding, lodging and other expenses for these visits is deemed to be included in his Fee and no additional cost is payable on this account.

## SECTION-3

### 1. SELECTION PROCESS (TECHNICAL EVALUATION)

The bid documents of bidders will be reviewed by the tender committee of CREDA, and will be evaluated on the basis of Quality cum Cost based System (QCBS) tendering system.

- A. At Stage I (open e-tender) the bidder will be shortlisted based on fulfilment of minimum technical eligibility criteria. The supporting documents in fulfilment of eligibility criteria mentioned in Section-1(3) will be submitted at this stage via online bid within **15 days** from issue of notice inviting EoI.
- B. The bidders who qualify Stage I, will be invited to participate for Stage II e-tender (Limited e-tender). The documents as mentioned in Section-2 (2) will be submitted by the eligible bidders for this Stage II. These submissions will be done online at <https://eproc.cgstate.gov.in> and in hardcopy to CREDA HO (SE, RE-V), by Stage I shortlisted bidders only within **30 days** from the date of issuance of Stage II tender (after Declaration of shortlisted bidders from Stage-I). The Financial bid documents will also be submitted online at this Stage at <https://eproc.cgstate.gov.in>. Evaluation of the documents submitted online will be done by the tender committee of CREDA.
- C. The committee after review will shortlist eligible top 5 bidders on the basis of marks obtained as prescribed in Section-3(2)(A) and Section-3(2)(B) to qualify for Power point Presentation of the conceptual design.
- D. Evaluation will be done for the power point presentation of the conceptual design. The tender committee will shortlist eligible top 3 bidders on the basis of marks obtained as prescribed in Section-3(2)(A), Section-3(2)(B) and Section-3(2)(C)
- E. The e-financial bid will be opened and the eligible bidder will be finalized based on total marks obtained in technical and e-financial bid.

The evaluation by the technical committee will be done as prescribed below:

### 2. Overall Stage-wise Marks Distribution

Particulars	Stage	Marks
Eligibility and Work Experience	Stage I	20
Designing Concept including box simulation reports & 3D-Views/ Physical model.	Stage II	25
Presentation through power point		25
Consultancy Charges as total amount in Rupees.		30
<b>Total Marks</b>		<b>100</b>

### A. Criteria for Evaluation at Stage I: Eligibility & Work Experience

The review process will be based on the following parameters:

S. No.	Requirement	Range	Maximum Marks
1	Bidder must have designed & got executed total area of certified green building/ Energy Efficient building projects.	3500-5000 sqm	8
		5000-10000 sqm	4*
2	No. of Super ECBC/LEED Platinum/ GRIHA 5 Star/ IGBC Platinum/ GEM-5 rated office building by the Bidder with minimum area of 3500 sq.m	2 marks per building	8
3	Average Annual turnover of last three consecutive financial years (2020-21, 2021-22, and 2022-23)	3 to 5 cr.	4
		5 to 10 cr.	2**
<b>Total Marks</b>			<b>20</b>

\*Additional 4 marks shall be added to those bidder who have designed & got executed one or more building of total area 5000-1000 sqm.

\*\*Additional 2 marks shall be added to those bidder who have Average Annual turnover of 5 to 10 cr. last three consecutive financial years (2020-21, 2021-22, and 2022-23).

### B. Criteria for Evaluation at Stage II: Concept Design Documents

Sections	Parameters	Key Point of the review
Section 1	Architecture: Concept Plans	<ul style="list-style-type: none"> <li>Design strategies &amp; considerations</li> <li>Architectural Plan / Space Utilization</li> </ul>
Section 2	Interior & exterior Design	<ul style="list-style-type: none"> <li>Efficient indoor &amp; outdoor space use strategies</li> <li>Building form &amp; views/ Building Model</li> </ul>
Section 3	Programs & Ratings	<ul style="list-style-type: none"> <li>Compliance to Super ECBC envelope design</li> <li>Adherence to Green rating system</li> <li>Approach to achieve Net positive building</li> </ul>
Section 4	Renewable Energy & Electrical System & Material Specification	<ul style="list-style-type: none"> <li>Approach to grid interactive net positive building</li> <li>Specification for integration of on-site renewable energy such as solar &amp; wind power plant</li> <li>Specifications on use of low embodied sustainable materials for building &amp; interiors</li> </ul>
<b>Section 1, 2 &amp; 3 carries 7 marks each and Section 4 carries 4 marks i.e., TOTAL Marks - 25</b>		



## C. Criteria for Evaluation of Concept Design Power Point Presentation

- i. The selection of bidders for presentation will be on the basis of total marks obtained from **Stage I & Stage II**, i.e. A. Eligibility & Work Experience Section and Concept Design documents. **Only the top 5\* bidders scoring highest marks shall qualify for making their presentation.**  
  
*\*If participants are less than 5, then all the participants shall be considered to make presentation.*
- ii. The eligible top 5 bidders shall present their concept design as per the work mentioned in the Scope of Work [Section-2(2)] with maximum 25 nos. of slides. The bidders shall have to present their presentation on date **XX-XX-2024** at CREDA Head Office Raipur.
- iii. The maximum marks for presentation is limited to **25** marks. It is the sole discretion of the review committee to evaluate the presentation on the grounds of requirements of CREDA.
- iv. The presentation includes concept design, all floor plans, all side elevations, sections, 3D views, and box simulation reports & other details shall be CREDA's property & CREDA may use the components of concept design & presentation as & where needed.
- v. **Technical Evaluation marks = Marks (A) + Marks (B) + Marks (C)**
- vi. Only **top three** bidders after presentation will be declared eligible for opening of their e-financial bid.

## D. Evaluation of Financial Bid

- The proposal with the **lowest cost (F<sub>m</sub>)** shall be given **financial score (F<sub>s</sub>)** of 100 marks.
- The financial scores of other proposals shall be computed as follows:  
$$F_s = 100 \times F_m / F$$

### Where,

F = Total amount of Financial bid submitted by the bidder.

F<sub>m</sub> = Total amount of minimum financial bid discovered in the bidding process.

- The **final score (S)** will be calculated as follows.

Combined technical and Cost Evaluation – The total score shall be obtained by weighting the combined technical and cost scores and adding them, as follows:

$$S = T_s \times T_w + F_s \times F_w$$

### Where,

S = total score

T<sub>s</sub> = technical score of the specific bidder

F<sub>s</sub> = financial score of the specific bidder

T<sub>w</sub> = weight assigned to technical score i.e 0.7

F<sub>w</sub> = weight assigned to financial score i.e 0.3

## SECTION-4

### 1. GENERAL CONDITIONS OF CONTRACT

- A. The design shall be developed as per Indian Standard Specifications, Nava Raipur Atal Nagar Vikas Pradhikaran (NRANVP) bye-laws of the concerned authorities of Chhattisgarh with satisfaction of CREDA.
- B. The eligible bidder shall not assign or transfer the work orders issued in full or any part thereof to any third party or consultant, as per the terms of this contract.
- C. Bidders will have to submit experience of certificates containing complete details from the concerned state/central agencies/department document issued by competent authority duly sealed and signed along with bid document. Experience certificate shall be submitted in attached format (as per Annexure – I) or other format containing similar information shall be considered only in-case submitted in Hindi / English Language only. At the time of opening of technical bid, bidders shall have to present certified copies of original certificates as above.

**For ease of accessing the e-bidding website and registration the following is to be done by bidder -**

- i. Visit <https://eproc.cgstate.gov.in>
- ii. Prospective bidders are requested to download, read and understand the Manuals present on the website so as to clearly understand the bid submission process.
- iii. The user will be directed to e-bidding page where all information regarding registration is available along with helpline details.
- iv. e-Financial Bid shall be submitted online only at <https://eproc.cgstate.gov.in> latest by **5.00 PM on XX.XX.2024**. Bids submitted after scheduled time and date shall not be considered.

### 2. BID DOCUMENT FEE AND EARNEST MONEY DEPOSIT

- A. Bidder should submit Bid Document Fee and earnest money (if shortlisted) in the form of Demand Draft/Pay Order or RTGS/NEFT as mentioned in the Bid No. **152265/CREDA/ SHORTLISTING CONSULTANT /2023-24, Dated 29-01-2024**.
- B. Tender Document Fee and EMD submitted in any other form e.g. Cash/Bank Guarantee/FDR/TDR etc. shall not be accepted.
- C. Those Bidders who have already participated in tender no. 125980, Dtd. 24-02-2023, 13131, Dtd. 19.04.2023, & 139367, Dtd. 23.06.2023 and have deposited TDC of Rs. 11,800/- need not to deposit the TDC (Rs. 5,900/-) again, but they have to deposit EMD of Rs. 1,00,000/- (if shortlisted for stage-II) in this tender, however they have to submit the proof of TDC deposition (during aforesaid last tender). Other Bidders will have to deposit TDC and EMD in prescribed manner, as scheduled.

### 3. SUBMISSION OF TENDER DOCUMENTS

- a. All the documents should be submitted online on Chhattisgarh e-Procurement portal <https://eproc.cgstate.gov.in> as per the items mentioned in the Check list on page no.07 in this bid.

- b. Bidders are advised to finish all the bidding portal related activities such as registration, USB certificate/token approval, and payments etc. well in advance so as to avoid last minute difficulties during the bid submission.
- c. Bidders are also advised to make themselves fully aware with the bid submission mechanism to avoid last minute hassles and doubts during bid submission. CREDA shall only entertain genuine technical issues/glitches, provided that the bidder submits evidence regarding the same.
- d. Documents should be submitted in prescribed manner in envelopes as follows:

**At Stage – I:**

- **Main Envelope:** Main Envelope must enclose all relevant documents with Bidder's Name, Address and status of firms mentioned on the envelope. The tender name & no. should be mentioned on the top of the envelope. The main envelope should contain 2 envelopes A and B which should contain respective documents as mentioned in table at page no. 07

**At Stage – II:**

- **Main Envelope:** Main Envelope must enclose all relevant documents with Bidder's Name, Address and status of firms mentioned on the envelope. The tender name & no. should be mentioned on the top of the envelope. The main envelope should contain 3 envelopes A, and B, which should contain the documents as mentioned below:
  - Envelope A: EMD.
  - Envelope B: Concept Design Documents.

#### **4. SPECIFICATION AMENDMENTS**

CREDA reserves the right to amend or change minor specifications of the entire or any suggested products/materials/construction details even after the issuance of supply order as per the site conditions and demand.

#### **5. GST & PAN**

Bidder shall have to submit copies of GST registration number and PAN numbers issued by the appropriate authority.

#### **6. THE BID**

- A. All related documents of stage I must be uploaded in the portal i.e. <https://.eproc.cgstate.gov.in> from 29-01-2024 05:00 PM onward till 14-02-2024 up to 05:00 PM.
- B. The timeline for submission of online BID (Qualification Bid) & all related documents is **15 days** from the date of issue of notice inviting Bid.
- C. The timeline for submission of e-Technical BID [Concept Design] + e-Financial BID & all related documents [for stage II] is 30 days from the date of Declaration of shortlisted bidders from Stage-I.
- D. The timeline for Technical Presentation (off-line) through power point is 7 days from the date of declaration of Stage II result.
- E. Nobody is authorized to receive or grant receipt for Bid delivered on behalf of CREDA. **Bid received through any other means shall not be considered and shall be rejected.**

**7. ANALYSIS OF RATE**

Bidder should quote their rates considering site conditions and all other factors in price and keeping the quantum and quality of work in mind.

**8. VALIDITY**

Full descriptive particulars and complete specifications should accompany the offer. Offers should be kept open for acceptance for at least **180 days** from the date of opening. After finalization of this Bid the approved rates shall be valid till two years from the date of award/contract; however, CREDA shall have liberty to increase or decrease this validity if needed.

**9. TERMS & CONDITIONS**

**A.** The terms, conditions and specifications mentioned in Bid document shall be binding on the Bidders and no condition or stipulation contrary to the conditions shall be acceptable. It may please be noted that the Bidders who do not accept terms and conditions stipulated in this Bid documents, their offers shall be liable to be rejected out-rightly without assigning any reason whatsoever.

**B.** Each page of Bid document & enclosures shall be signed by the Bidder and seal affixed. All the pages of the documents issued must be submitted along with the technical offer. In case of any corrections / alterations in the Bid, the Bidder should attest the same; otherwise Bids may not be considered.

**C.** Bidders are also instructed to submit their Bids in properly arranged manner (with index, proper paging and with flags on important documents). Incomplete, loose, conditional or improper arranged Bids will not be accepted.

**10. CREDA RESERVES THE RIGHT**

**A.** To reject or accept any or all Bids fully or partly without assigning any reason on the grounds considered advantageous to CREDA, whether it is the lowest Bid or not.

**B.** CREDA may undergo agreement with eligible Bidder who gives consent to CREDA and may allocate work to them.

**C.** CREDA reserves the right to amend or change minor specifications of the entire or any suggested material/construction details/design requirements/proposed design in consultation with the designer even after the issuance of sanction order as per the site conditions and demand.

**11. COMMUNICATIONS**

All the communication between Bidder and CREDA shall be in writing. Notice sent by Fax or other Electronic means shall be effective on confirmation of the transmission. Notice sent by registered post or speed post shall be effective of delivery or at expiry of normal delivery period as under taken by Postal Service.

**12. PRE-BID QUERIES**

**A.** All suggestions, doubts, confusion, request, queries etc., shall have to be presented to CREDA in writing or through email to [credatendercell@gmail.com](mailto:credatendercell@gmail.com) on or before **07-02-2024 till 05:00 PM**. After that any representation in this regard shall not be

considered.

- B.** The purpose of pre-bid queries is to clarify issues and questions related to this Bid that can be raised at that stage. Any amendments in the bid documents which may become necessary as a result of pre-bid queries received shall be part of original Bid document and communicated through corrigendum on CREDA website [www.creda.co.in](http://www.creda.co.in) and on Chhattisgarh e-Procurement Portal <https://eproc.cgstate.gov.in>.

### **13. TECHNICAL CRITERIA**

The tender with Document Fee, duly sealed & signed tender document qualification documents & other required documents shall be submitted on or before last date **14-02-2024 Up-to 05:00 PM** (online) & in hard copies at the CREDA Head Office, VIP Road, Near Energy Park, Raipur (C.G.). The tender should be addressed to Superintending Engineer (RE-V), CREDA, Head Office, Near Energy Park, VIP Road, Raipur, Chhattisgarh. Any Tender Document received through any other means like-Speed post, Courier etc. should be accepted if received within scheduled time. Tender document cannot be accepted after the last date of time line for receiving the document.

### **14. FORFEITURE OF EARNEST MONEY DEPOSIT**

It should be clearly understood that shortlisted Bidders if fails to submit concept design in stipulated timeline and in the event of Bidder failing to enter into the agreement in the prescribed format on their quoted rates and also fails to execute assigned works under any Scheme of CREDA, within stipulated time, if he is so communicated within the validity period of the offer, the full amount of earnest money will be forfeited and Bidder shall be debarred from future business with CREDA including future participation in bids up to three years. CREDA's decision in this regard will be final and binding on the Bidders.

### **15. CONDITION FOR SUBMISSION OF DOCUMENTS**

- A.** The bidder can submit soft copies of designs where it is necessary. Intended bidder must not be black listed/debarred by any Central/State Govt. Organizations or Departments, PSUs or JVs.
- B.** Documentary evidence for meeting the eligibility criteria must mandatorily be submitted.
- C.** Intended bidder should have GST registration, PAN & other required certification mentioned in this tender document.
- D.** The bidder should have sufficient number of Technical and Administrative employees required for proper execution of the contract through integrative design approach. The bidder should submit a list and CV of consultants/employees clearly stating their role in the design team.
- E.** In case of any dispute referred to the CEO, the decision of CEO CREDA, will be final and binding to the Consultant / Consultant Firm.
- F.** All information called for in the enclosed forms shall be furnished against the relevant column in the forms. If for any reason, information is furnished on a separate sheet, this fact shall be mentioned against the relevant column. Even if no

information is to be provided in a column, a "nil" or "no such case" entry shall be made in that column. If any particulars/query are not applicable in case of the bidder, it shall be stated as "not applicable". The bidders are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the bidder being summarily disqualified. Bidders made by telegram or telex and those received late will not be entertained.

- G. The authorized signatory of the bidder shall sign each page of the document of tender and Enclosures.**
- H.** Overwriting should be avoided. Correction, if any, shall be made by neatly crossing out, initiating, dating and rewriting. All pages of the pre-qualification document are to be numbered. Additional sheets, if any, added by the bidder, shall also be numbered by him. They shall be submitted as a bound volume with signed letter of transmittal.
- I.** The bidder may furnish any additional information, which he thinks necessary to establish his capabilities to successfully complete the envisaged work. He is, however, advised not to furnish superfluous or irrelevant information. No information shall be accepted after submission of pre-qualification document unless it is called for by the Employer.
- J.** Any information furnished by the bidder found to be incorrect either immediately or later, would render him liable to be debarred from tender awarding working CREDA.

## **16. ORGANISATIONAL INFORMATION**

Bidder is required to submit the following information in respect of his organization:

- A.** Name & Postal Address, Telephone & Telex Number, E-mail ID, etc.
- B.** Certified copies of original documents defining the legal status, place of Registration and principal places of business.
- C.** Information on any litigation in which the bidder was involved during the last three years, including any current litigation.
- D.** Authorization for employer to seek detailed references.
- E.** Number of Technical & Administrative Employees in parent company, subsidiary company and how these would be involved in this work.

## **17. AWARD CRITERIA**

CREDA reserves the right, without being liable for any damages or obligation to inform the bidder to:

- A.** Amend the scope and value of contract to the bidder.
- B.** Reject any or all of the applications without assigning any reason.

**18. TERMS OF PAYMENT**

<b>SN</b>	<b>Project Event/Stage</b>	<b>Payment to be released (% of Work order Value)</b>
1	On submission of final revised concept drawings.	05%
2	On approval of concept drawings.	10%
3	On approval of final designs and obtaining statutory permissions from govt. bodies.	15%
4	On approval of GFC Drawings.	15%
5	After approval of all detailed drawings and completion of tender stage.	15%
6	After execution of 25% of its estimated work*.	05%
7	After execution of 50% of its estimated work*.	05%
8	After execution of 75% of its estimated work*.	10%
9	After execution of 100% of its estimated work* & handover to competent authority (CREDA) to their satisfaction along with ratings specified as per the scope of work.	20%

\*Estimated work will be defined in Contractor’s Tender Document of CREDA’s New Office Building.

**19. JURISDICTION OF THE COURT**

Any dispute arising out of the contract shall be subject to the jurisdiction of Hon'ble High Court of Chhattisgarh.

**FINANCIAL BID**

The Consultancy charges as total amount in Rupees are being quoted as below.

I/We understand that my/our scope of work is to provide complete Consultancy as mentioned in the scope of work of Sustainable Super ECBC compliant and Net Energy Positive Green office building of CREDA’s Office in Raipur, Chhattisgarh.

S. No.	Description	Rate
1	2	3
01.	Consultancy charges for designing, drawings, elevations, estimates (on the basis of PWD SOR-2015), architectural support, supervision of complete construction work of ECBC compliant and net positive green office building of CREDA’s Office in Raipur, Chhattisgarh	1) amounts to INR ----- ----- (In Words) for CREDA Office building payable in stages as mentioned in the schedule of payment. (exclusive of GST as applicable)

**Note:**

1. The rate will be compared as per Column No.-3.
2. The GST shall be paid extra as per prevailing rate [GST notification no. 24/2018-Central Tax (Rate) dated 31.12.2018 & notification no. 8/2021-Central Tax (Rate) dated 30.09.2021]. The prices shall be filled exactly as per **Financial Bid enclosed.**
3. Payment of GST according to GST prevailing rate applicable at the time of opening of bid, shall be applicable in addition to the base price.

Date.....

Signature of Bidder

Seal



**ANNEXURE-“I”**

**(EXPERIENCE CERTIFICATE ON THE OFFICIAL LETTER HEAD OF CONCERNED GOVERNMENT DEPARTMENT/PRIVATE ORGANIZATION WITH SEAL AND SIGN BY AUTHORIZED SIGNATORY)**

Ref. No.....

Date.....

**CERTIFICATE OF COMPLETION**

This is to certify that Name of Bidder, Address of Registered Office has successfully completed the work of design & supervision of Name of Building at Name of location in Name of State, as per following details –

Project Name	Year of completion	Specific Focus Area- Green Rating/Energy Efficient/Other	Remarks

The design, consultancy and supervision performance of the above project are found satisfactory.

This certificate is being issued against the request of M/s .....  
For their intent for participation in the following Tender:

S.N.	Tender Number
01	Tender No.-152265/CREDA/SHORTLISTING CONSULTANT/2023-24, Dated: 29-01-2024

**Seal & Sign  
(Authorised Signatory)**

**ANNEXURE – “II”**

**FORMAT FOR THE AFFIDAVIT**

(Declaration of conflict of Interest)

(Note: This affidavit should be on a non-judicial stamp paper of Rs. 100/- and shall be attested by Magistrate/Sub-Judge/ Notary Public)

I,.....(Name of the bidder authorized representative of the bidder) son/  
daughter of..... resident of .....  
..... (full address), aforesaid solemnly affirm and state as under:

1. I hereby certify that all the information furnished with the bid submitted in response to Tender/bid no. 152265/CREDA/SHORTLISTING CONSULTANT/2023-24, DATED :29-01-2024 issued by Chhattisgarh State Renewable Energy Development Agency (CREDA) (authority inviting e-Tender) for Shortlisting an Architect/Consultant/Consultancy Firm for designing of Sustainable Super ECBC compliant, Net Energy Positive, Green Office Building for CREDA at Nava Raipur, Atal Nagar, Chhattisgarh, with complete architectural and all related Consultancy services defined in the scope of work (name and identification of work) are true and correct.
2. I hereby certify that I have been authorized by..... (Company name) to sign on their behalf, the bid mentioned in Sr.No.1 above.\*
3. Information furnished in the bidding documents is correct in all respects to the best of my knowledge and belief.
4. The near relations, as per clause 30(a) in Section - 02, in CREDA, are not in employment of the firm/company. (Note:-By the term near relatives is meant Wife, Husband, Parents and Son, Brother, Sister, Brother-in-law, Father-in-law, Mother-in-law etc.) (if working mention the name/names)  
.....  
.....
5. The name of near relative (if any) as per Clause 31(b) who retired/removed within the last two years. (If None, clearly State None)  
.....  
.....
6. No near relative is working as Financial Accountant in the CREDA. (if working mention, the name)  
.....  
.....
7. No person is working in the company in any capacity, who are near relatives to any Officer in Chhattisgarh State Renewable Energy Development Agency (CREDA) (If working mention the name)  
.....  
.....
8. Our company/firm/ or otherwise is not under the clarification of ineligibility for corrupt and fraudulent practices by the Central Government, the State Government or any public undertaking,

autonomous body, authority by whatever name called under the Central or the State Government as mention in clause 1(f) of tender document.

9. I hereby authorize the CREDA Officials to get all the documents verified from appropriate sources (s).

**Deponent**

Place: .....

Date: .....

\* Not applicable if the bidder is an individual and is signing the bid on his own behalf.

**Verification**

I..... S/o.....do here by affirm that contents stated in Para 1 to 9 above and contents submitted in technical & financial bid are true to the best of my knowledge and believe and are based on my/our record.

Verified that this date of ..... at (Place).....

**Deponent**



Annexure- "III"

**AGREEMENT**

*This agreement is hereby made today the ----- day of ----- 2024 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 "Consultant", 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 S.E (RE-V)., CREDA Raipur on the other hand on the following terms and conditions:-*

1. Whereas, the "CREDA" intends to select & hire consultant for designing of Sustainable, Super ECBC Compliant, Net Energy Positive, Green Office Building for CREDA at Nava Raipur, Atal Nagar, Raipur, Chhattisgarh, with Complete Architectural, Engineering, and related Consultancy Services mentioned in the scope of work (hereinafter called as "Contract" for as per **Tender No. 152265/CREDA/SHORTLISTING CONSULTANT /2023-24, DATED: 29-01-2024** "Party/Firm" had submitted their rates and agreed to supply/perform the "Contract" to CREDA on the rates appended hereto in Part-1, as per the terms and conditions of the Tender already agreed upon, and,
2. Whereas, the "Party/Firm" is committed to provide Consultancy Services, 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, CREDA" shall be final and binding on both the parties,
4. Whereas, it is agreed upon that all the terms and conditions of the Tender 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 Consultant**