

**NATIONAL PROJECTS CONSTRUCTION CORPORATION LTD.
(A Govt. of India Enterprise)**

TENDER DOCUMENTS

FOR

**PREPARATION OF DPR, DETAILS DESIGN AND
WORKING DRAWINGS, SURVEY & SOIL
INVESTIGATION, BOQ AND OTHER RELEVANT WORKS
FOR IGNOU REGIONAL CENTRE BUILDING AT
AGARTALA, TRUPURA (W)**



NIT No.70071/IGNOU/495 Dt.26/09/12

Issued to :-

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.....

Corporate office
Plot No.67-68, Sector-25
Faridabad-121 004
Haryana

Liaison office
31, Harish Thukur Road, Krishnanagar
Agartala, West Tripura
Tripura

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FOR NEWS PAPER PUBLICATION

NATIONAL PROJECTS CONSTRUCTION CORPORATION Ltd.
(A Govt. of India Enterprise)
Liaison Office
31- Harishthakur Road, Krishnanagar, Agartala
Fax/Phone - 0381 230 9621

Ref. No.70071/IGNOU/495

Dated:-26/09/12

NOTICE INVITING TENDER (2ND CALL)

Sealed tenders are invited by Project Manager, NPCC Ltd., 31- Harishthakur Road, Krishnanagar, Agartala, Tripura west, Pin:-799001 on behalf of Zonal Manager, NER (IBBW) Silchar in two bid system from experienced reputed architects/ consultants for preparation of Survey, Soil investigation, design, drawing, detailed estimate and bill of quantity etc. for upcoming works of IGNOU in the state of Tripura.

Sl. No.	Name of Work	Estimated Cost	Earnest Money	Time of Completion
1.	Preparation of DPR, details Design and working Drawings, survey & soil investigation, BOQ and other relevant works for IGNOU Regional Centre building at Agartala, Trupura (W)	Rs.27.00 Lakhs	2% of the estimated cost	3 Months

Minimum Qualifying Criteria:- Architects/ consultant having experience for detailed engineering and implementation of infrastructure project of similar nature of work preferably with Govt. dept/PSUs and having minimum annual turn over of Rs.50.00 lakhs (Rupees fifty lakhs only) may submit their offer in the prescribed document. Tender document can be obtained from the aforesaid office on payment of non refundable of Rs.3000.00 (Rupees three thousand only) per set from 28/09/12 to 17/10/12 on any working days from 10.00 AM to 5.00 PM. The last date of submission of completed offers along with EMD of Rs.54,000.00 (Rupees fifty four thousand only) in the form of demand draft / call deposit in favour of NPCC Ltd., Payable at Agartala from any scheduled bank is on 18/10/12 upto 3.30 pm. The technical part shall be opened on same day at 4.00 PM in presence of bidders who choose to be present and Price bids of those who are qualified in the technical part shall be opened at subsequent date which shall be informed in time. NIT may be seen on NPCC website www.npcc.gov.in.

NPCC reserves the right to accept or reject any or all tenders without assigning any reason.

(Project Manager)
On behalf of NPCC Ltd.

NATIONAL PROJECTS CONSTRUCTION CORPORATION Ltd.
(A Govt. of India Enterprise)
Liaison Office
31- Harishthakur Road, Krishnanagar, Agartala
Fax/Phone -0381 230 9621

TENDER NOTICE

NIT No.70071/IGNOU/

Date:26.09.12

Sealed tenders are invited from reputed Architects for architectural and allied services for 'Construction of IGNOU Regional Centre Building at Agartala.

1. Name of Work: Preparation of DPR, details Design and working Drawings, survey & soil investigation, BOQ and other relevant works for IGNOU Regional Centre Building at Agartala, Trupura (W)

A. Interested firms may download the tender document & submit their sealed tender indicating clearly the name of work on the Envelopes along with separate EMD and cost of tender document.

- i) **Earnest Money Deposit:-**
The EMD of Rs.54,000/- (Rupees Fifty Four Thousand only) shall be in the form of DD/Call Deposit in favour of NPCC Ltd. payable at Agartala. The EMD in any other form shall not be accepted.
- ii) **Cost of Tender Document:- Rs.3,000/- (Rs. Three Thousands only)** (Non refundable) to be paid by separate DD/Call Deposit in favour of NPCC Ltd. payable at Silchar.
- iii) **Sale of tender document:** - On any working day from 28/09/2012 to 17/10/2012 upto 5.00 PM from the office of Project Manager, Liaison Office, Agartala. Tender document can be seen in our web site www.npcc.gov.in. Interested firms may download the tender document from website also. Amendments/Corrigendum, if any would be hosted on the website only. No further press advertisement will be given. Hence, prospective agencies are advised to visit our website regularly for above purpose.
- iv) **Last date of submission of tender document:-** On 18/10/2012 up to 3.30 PM at the office of Project Manager, NPCC Ltd., Liaison Office, Agartala.
- v) **Opening of tenders :- Technical Bids (Envelope -1&2):-**On 18/10/2012 at 4.00 PM and **Price Bids (Envelope-3):** Date of opening of Price Bid shall be intimated later on to the technically qualified firms only, by phone/email/fax and post.

- vi) **Time Period: 3** (Three) Months/completion of the work whichever is on later date. For As Built Drawings, agency will submit the same after completion of execution of the said project. Agency will submit all the documents including drawing, design, BOQ etc. in phased manner as per requirement of Project Authority/NPCC.

NPCC Ltd. Reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever it may be.

Project Manager, Agartala

Tender Form

Date

Project Manager,
NPCC Limited,
Liaison Office,
Agartala

Sub: Preparation of DPR, details Design and working Drawings, survey & soil investigation, BOQ and other relevant works for IGNOU Regional Centre Building at Agartala, Trupura (W)

Dear Sir,

We hereby submit our unconditional offer as per the terms & conditions of NPCC after going through the documents.

We have read and examined the following documents: -

- a) Notice Inviting Tender
- b) Information & Instructions for Tenderers
- c) General Conditions of Contract
- d) Detail Scope of Work
- e) Performa of Bank Guarantee (ISD/Performance)
- f) BOQ and Payment Terms

Further to the above, we have also visited and examined the site of the proposed work and have acquired the requisite information relating thereto as affecting the tender inviting by you. We have read and understood the importance of Information and Instructions for Tenderers regarding the payment terms. We are enclosing along with our tender an Earnest Money of Rs.54,000/- (Rs. Fifty Four Thousand Only) in form of DD / Call Deposit in favour of NPCC Ltd. payable at Agartala (In Separate sealed envelope) along with a DD / Call Deposit of Rs.3000/- (Rs. Three thousand only) towards the cost of the tender document. In case the works are awarded to us, we shall submit performance guarantee in required shape within 15 days of issue of LOA on us. If the Performance guarantee is not submitted we hereby agree to forfeiture of EMD submitted by us and we shall have no claim on any account with NPCC. We, hereby, agree that this EMD shall be forfeited by the NPCC Limited in the event of our tender being accepted and if we fail to execute the contract when called upon to do so.

We agree and offer to execute all the works referred to in the said documents upon the terms and conditions contained or referred to therein and to carry out such deviations as may be ordered to be priced as per the conditions of contract.

We hereby also agree that unless and until a formal agreement is prepared and executed in accordance with the articles of agreement, this tender together with your acceptance thereto, shall constitute a binding contract between us. Tender shall remain valid for 90 (ninety) days from the date of opening of tender.

Signed in the capacity of duly authorized to sign tender for and on behalf of.

Address:

Signature of Bidder

INFORMATION AND INSTRUCTIONS FOR TENDERERS

The details of work to be carried out and its scope are given as under:-

Indira Gandhi National Open University, Maidan Garhi, New Delhi-68 has engaged NPCC for Project Management Consultancy (PMC). These projects consist of the Construction of Regional Centre Building and allied works at Agartala.

The expression of interest for engagement of architects from the reputed, well established architectural and structural engineering firms meeting the minimum qualifying criteria prescribed in the documents are invited. The NIT and qualifying criteria are available in NPCC web site www.npcc.gov.in. The schedule of various activities and expression of interest can be downloaded from NPCC website www.npcc.gov.in and the cost of tender document (non-refundable) Rs.3000/- in form of separate Demand Draft/Call Deposit in favour of NPCC Limited payable at Agartala shall be submitted in the EMD envelope. The tender document shall be submitted to Project Manager, NPCC Limited, Liaison Office, 31-Harish Thakur Road, Krishnanagar, Agartala.

1.0 PREQUALIFICATION CRITERIA

Agency must fulfill the following requirement for participation in the tender:-

- a) Tenderer must have completed at least three similar single works of a minimum value of each 40% or two similar works for a minimum value of each 50% or one similar works of 80% of the tendered value of work in the last 5 financial years under Govt./Semi Govt. or under any Public Sector Undertakings (that is current year and five previous financial year)
- b) Banker's solvency certificate having valuation at least 40% of estimated cost.
- c) Latest ITCC, Balance sheet for last three financial year.
- d) Service Tax Registration certificate.
- e) List of works completed in the last 5 financial years indicating brief description of work, project authority, approx. value of contract, date of award & date of completion.
- f) List of works in hand indicating description of work, contract value approx. value of balance work yet to be done.
- g) Prove of having empanelment with state PWD/MES/PSU/CPWD or others institution if any mentioning the category.
- h) Copy of Partnership Deed/Memorandum and Articles of association if applicable.
- i) Incase of partnership deed, power of attorney duly attested by notary public authorizing in favour of the person who sign the tender.
- j) Minimum Annual Turnover should be Rs.50.00 lakhs (fifty lakhs) in last financial year.
- k) Current income tax Clearance Certificate / Pan CARD.

NOTE:-

1. The item e & f above, supporting documents / certificates from the organizations with whom the worked / are working to be enclosed after attested by a Gazetted Officer.
2. Certificate from private individuals for whom such works are executed / being executed will not be acceptable.
3. Similar works means here completion of consultancy work preferably under educational institution minimum of Rs.18.00 (eighteen) Crores.

2.0 ORGANIZATION STRUCTURE:

The bidder should have sufficient number of Technical and Administrative employees for the proper execution of the project. The bidder should submit a list of employees. The in-house capability of the firm should be brought out clearly indicating the disciplines for which the firm will undertake the providing engineering services work in-house.

3.0 INFORMATION TO BE GIVEN BY THE BIDDER:

3.1 Bidder should furnish the following:

- a. List of similar projects successfully completed.
- b. List of the projects under execution.
- c. List of other major/ important projects designed by the firm.

4.0 ORGANISATION INFORMATION:

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

- a. Name & postal address, Telephone & Fax Number, e mail etc.
- b. Year of establishment and commencement of Architects service.
- c. Copies of documents defining the legal status, place of registration and principal places of business.
- d. Name & Title of Directors and Officers with designation of individuals authorized to act for the organization.
- e. Information about any litigation dispute in which the applicant was involved during the last five years including any current litigation.
- f. Authorization for employer to seek detailed references.
- g. Number of Technical & Administrative Employees in parent company, subsidiary company etc.

NOTE: (i) All the documents should be enclosed in sequenced order.
(ii) The agency will be fully responsible for correctness of all documents submitted along with the tender. The false documents may lead to termination of the offer.

5.0 The tenderers, in their own interest, are advised to inspect and examine the site and its surroundings and satisfy themselves, before submitting their tenders, in respect of the site conditions including, but not restricting to, the following, which may influence or affect the work or cost thereof under the contract.

- a) Site conditions including access to the site, existing and required roads and other means of transport/communication for use by him in connection with the work.
- b) Requirement and availability of land and other facilities for his enabling work, colonies, stores and workshops etc.

- c) Ground condition including those bearing upon transportation, disposal, handling and storage of materials required for the work or obtained there from.
- d) Geological, meteorological, topographical and other general features of the site and its surroundings as are pertaining to and needed for the performance of the work, with other specifications, drawings for reference and guidance.
- e) The type of equipment and facilities needed, preliminary to and for the performance of the work; and
- f) All other information pertaining to and needed for the work including information as to the risks, contingencies and other circumstances which may influence or affect the work or the cost hereof under this contract.

6.0 The tenderers should note that information, if any, in regard to the site local conditions as contained in these tender documents, except for the material agreed to be supplied by the PA/ NPCC Ltd. if any, has been given merely to assist the tenderer and is not warranted to be complete.

7.0 The tenderers should note and bear in mind that the NPCC Ltd. shall bear no responsibility for the lack of acquaintance of the site and other conditions or any information relating thereto, on their part. The consequences of the lack of any knowledge, as aforesaid, on the part of the tenderers shall be at their risk and cost and no charges or claims whatsoever consequent upon the lack of any information, knowledge of understanding shall be entertained or payable by the NPCC Ltd.

8.0 The offer shall be valid for 90 (Ninety) days from the date of opening of the tender. The validity period may be extended on mutual consent.

9.0 The tender should be submitted in the prescribed form and the same should be signed properly as laid down hereunder:-

- a) If the tender is submitted by an individual, it shall be signed by the proprietor above his full name and full name of his firm with its current business address.
- b) If the tender is submitted by a proprietary firm, it shall be signed by the proprietor above his full name and full name of his firm with its current business address.
- c) If the tender is submitted by a firm in partnership, it shall be signed by the partner/s of the firm above full name and current business addresses.

Or

Person holding the power of attorney for signing the tender along with a certified copy of the power of attorney with the tender.

- d) If the tender is submitted by a private limited company or a public limited Corporation, it shall be signed by authorized person holding the power of attorney for signing the tender in which case a certified copy of the power of attorney shall accompany the tender.
- e) All witnesses and sureties shall be persons of status and their full names, occupations and addresses shall be stated below their signatures.

10.0 The tender should be submitted in 3-envelope system.

The Envelope No.1 will contain: -

- (A) EMD in the form of DD/Call Deposit in favour of NPCC Limited payable at Agartala. The EMD in any other form shall not be accepted. And cost of tender document (non refundable) Rs.3000/-(Rupees Three thousand only) in the form of separate Demand Draft/Call Deposit favoring NPCC Limited payable at Agartala.

This Envelope should be marked as:

ENVELOPE-1 (EMD & Cost of Tender Document):

Preparation of DPR, details Design and working Drawings, Survey & Soil Investigation, BOQ and other relevant works for IGNOU Regional Centre Building at Agartala, Trupura (W)

NIT No.:

Due on:

Name of the Firm:

- (B) This ENVELOPE No.2 shall contain the following:

The Envelope No.2 (Technical Bid) will contain the tender document **(Without Price Bid)** duly signed without any conditions. This shall contain all information asked vide prequalification criteria condition no. 1 (a to k), and acceptance letter in the letter head for un-conditional acceptance of the tender conditions as per Performa given NIT. Conditional tenders shall be treated as non-responsive and rejected.

ACCEPTANCE LETTER

TO BE ENCLOSE IN ENVELOPE-1

To,
The Project Manager,
NPCC Ltd, Liaison Office,
31, Harish Thakur Road
Krishnanagar, Agartala

Sir,

ACCEPTENCE OF TENDER CONDITION

1. The tender document of the work: Preparation of DPR, details Design and working Drawings, survey & soil investigation, BOQ and other relevant works for IGNOU Regional Centre building at Agartala, Trupura (W) have been sold to me/us by National Projects Construction Corporation Ltd. And I/We hereby unconditionally accept the tender condition and the tender documents and its entirety for the above work.
2. The contents of the tender documents (Notice inviting Tenders and instruction of Tenders) have been noted wherein it is clarified that after unconditionally accepting the tender condition in its entirety, it is not permissible to put any remark(s)/condition(s) (except unconditional rebate on price if any) in the tender enclose and same has been followed in the present case. In case this provision of the tender shall be summarily rejected and NPCC shall, without prejudice to any other right or remedy be at liberty to forfeit the full said earnest money absolutely.
3. The required earnest money for this work enclose herewith.
4. If I/we will not fulfill the minimum qualification criteria of the tender I/we will not lodge any claim for allotment of work.

Yours faithfully

(Signature of tender with
rubber stamp)

Dated _____

This Envelope should be marked as:

ENVELOPE-2 (Technical Bid):

Preparation of DPR, details Design and working Drawings, Survey & Soil Investigation, BOQ and other relevant works for IGNOU Regional Centre Building at Agartala, Trupura (W)

NIT No.:

Due on:

Name of the Firm:

The Envelope No.3 will contain: -

The Envelope No.3 (Price Bid) will contain the unconditional Price Bid duly signed by authorized signatory.

This Envelope should be marked as:

ENVELOPE-3 (Price Bid):

Preparation of DPR, details Design and working Drawings, survey & soil investigation, BOQ and other relevant works for IGNOU Regional Centre Building at Agartala, Trupura (W)

NIT No.:

Due on:

Name of the Firm:

Envelopes 1, 2 & 3 shall be individually sealed and kept in an outer envelope.

This Envelope should be marked as:

Preparation of DPR, details Design and working Drawings, survey & soil investigation, BOQ and other relevant works for IGNOU Regional Centre Building at Agartala, Trupura (W)

NIT No.:

Due on:

Name of the Firm:

The outer envelope containing ENVELOPE-1, ENVELOPE-2 & ENVELOPE-3 shall be duly sealed and shall be delivered at place of submission of tender before the date and time fixed for receipt of tender. The tenders received after the date and time of tender receipt shall not be considered and shall be returned to the tenderer unopened. NPCC shall not be responsible for any postal or other delays and tenderer shall take care to ensure the submission of tender at place of receipt of tender before due date and time fixed for tender receipt. All the envelopes shall be addressed to the Project Manager, NPCC Limited, Liaison Office, Agartala.

- 11.0** The Envelope No. 1 shall be opened on its due date & time in presence of bidder or their representative who wish to be present. On verification of the requisite EMD & cost of tender document, the Envelope No. 2 will be opened. Conditional tenders will be summarily rejected.

If the contents/requirements of the Envelope No.1 are not found in order, the Envelope No. 2 shall not be opened and offer of that bidder will be rejected.

Envelope No. 3 containing price Bid shall be opened for the bidders, who are qualified, on the date & time notified later on.

The rates for all items shall be quoted both in words & figures in the BOQ enclosed. The rates in words shall supersede the rates in figures.

- 12.0** EMD of the unsuccessful bidder shall be returned without any interest. EMD of the successful bidder will be adjusted against Performance Guarantee. If during the tender validity period, the tenderer, withdraws/modifies his tender, the Earnest Money Deposit shall be forfeited.
- 13.0** NPCC Ltd. shall have the right to reject any or all tenders without assigning any reason thereof. NPCC shall have right to split the work among two or more parties and no claim on this account shall be entertained. NPCC is not bound to accept the lowest or any tender and NPCC's decision in this regard shall be final and binding on all tenderers.
- 14.0** In case tenderer fails to commence the work given in the scope of work within 7 days from the date of issue of written order to commence the work, the NPCC Ltd. shall have a right to forfeit the Earnest Money Deposit submitted by the tenderer, without prejudice to other rights and remedies available with NPCC Ltd.
- 15.0** The "Notice Inviting Tender" and this "Information and Instructions for Tenderer" shall form part of the Tender Documents.
- 16.0** Any addendum/corrigendum issued before the date of opening of tender will form part of tender documents.
- 17.0** The successful bidder shall submit the conceptual/ layout plans etc. free of cost. The digital presentation to the Project Authority/NPCC if required shall have to be performed for favorable consideration free of cost at the place decided by Project Authority/NPCC. Nothing shall be paid for this exercise. The payments shall be made only in case the works are finally awarded and paid to NPCC as per stages mentioned in the PRICE BID / Bill of Quantities.

Dated: _____

Signature of the Bidder

Witness: _____

Address: _____

**NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A Govt. of India Enterprise)**

LIAISON OFFICE, AGARTALA

Preparation of DPR, details Design and Working Drawings, Survey & Soil Investigation, BOQ and other relevant works for IGNOU Regional Centre Building at Agartala, Trupura (W)

GENERAL CONDITIONS OF CONTRACT

Detail scope of work : - Enclosed separately.

Submission of Drawing :-

4 copies of each drawing are to be submitted in A-3 size (colored) for each step of activities initially by the Agency for checking and after incorporation of all correction as suggested by **Project Authority (P.A.)/NPCC**. Agency will submit at least 4 copies of each drawing for final approval. After completion of all the works Agency will submit of all the drawings along with 4 sets of **AS BUILT DRAWINGS** and soft copy of all AS BUILT DRAWINGS in CD. Agency will not be paid any extra cost for submission of all these drawings. Drawing so submitted shall become the property of the P.A./NPCC.

The Agency shall be responsible for any alternation of the work due to any discrepancies, errors or omission in the drawing or other particulars supplied by him, whether such drawing or other particulars have been approved by the employer or not.

Submission of Tender Document:-

2 copies of detailed estimate and BOQ as per approved drawing along with Technical specification are to be submitted by the Agency to NPCC for initial checking and approval of the same from P.A./NPCC. After incorporating all the requirement and correction, Agency should submit 4 copies of Estimate and BOQ along with Technical Specification, GCC etc. to NPCC Ltd.

Release of payments:-

Payments for providing engineering services against different items as mentioned in schedule of items are to be released proportionately on the basis of Payment Schedule as enclosed.

Service Tax:-

Service Tax as admissible will be borne by the Agency as per Govt. Rules. No extra payment in this regard will be entertained.

Income Tax:-

Income Tax and other taxes as admissible will be deducted from each bill of Agency as per Government statutory rules.

Security Deposit:-

ISD (Initial Security Deposit) of 5% of the awarded value (including EMD) in the form of Demand Draft/Call Deposit in favour of NPCC LTD. payable at Agartala or Bank Guarantee in the prescribed Performa from any Nationalized/Approved Scheduled Private Sector Bank of equivalent value are to be deposited to NPCC within 15 days from the issue of the Award Letter to the agency. Security Deposit @10% will be deducted from each RA Bill to be paid to the Agency and will be refunded after 12 months from successful completion of work.

Mobilization advance : – No mobilization advance will be paid.

No extra payments :-

No extra payments for salary, daily allowances or in any other form will be made to Agency for site visits. Architect's fees shall remain firm till completion or extended period of the work & no price escalation in this regard will be entertained.

Validity of offer :-

The offer submitted shall remain valid for a period of 90 days from the date of opening of tender. The validity period may be extended on mutual consent.

Site Visit :-

No extra payment will be released for site visit for preparation and obtaining approval of estimates, BOQ, Specification, preparation of drawings, survey work, etc. Agency may also be asked to visit our Zonal Office / Site during execution of the work for any clarification or modification or for any other disputes related to drawing or design of the structure. During execution of the work for 6 nos. of visit no extra payment will be released. However if Corporation will ask the Agency to visit more than 6 times during execution of the work actual Air Fare from Agartala to Silchar and back will be reimbursed. No extra cost will be reimbursed.

Settlement of Disputes :- DELETED

Jurisdiction of Court case :-

All disputes pertaining to this contract shall be subject to the jurisdiction of courts at Agartala (Place of work).

Compensation for delay :-

In case the agency fails to complete the work within the contract period or extended period due to reasons attributable to agency, liquidated damages @ 2% per week of the total fees subject to a maximum of 10% of the total fees payable shall be levied on the agency. NPCC shall be entitled to deduct such damages from the dues that may be payable to the agency.

Rates to be figures & words:-

The tenderer should quote the rates in English both in figures and words but the amount only in figure tendered by him, in the bill of quantities for each item and in such a way that interpolation is not possible.

In case there is any discrepancy between the rates quoted in figures and words, the rate quoted in words shall be taken as correct and valid for comparison of the tenders, amount calculated by the tenderer shall not be taken as correct and valid for comparison of the tenders.

However, if any cutting or over writing either in figures or words is not acceptable.

Termination of contract:-

If at any time during tendency of the contract, Agency's performance is found to be unsatisfactory, NPCC reserves the right to terminate the contract without any liability to NPCC and get the work executed at the risk & cost of the agency.

All the necessary drawings, design papers & calculation etc. should be submitted by the Agency as necessary, well in advance to the Project Manager, NPCC Ltd., Agartala works/his authorized representative for checking and approval. The Agency must attend during the time of checking by the Project Manager/ his authorized representative if sought for, so that on-going work at site does not get hampered in any way. Agency must also attend the office of P.A./NPCC for obtaining approval of Drawing & Design from P.A./NPCC without any extra cost to NPCC. One Technical representative of Agency has to be available at NPCC office Agartala for proper coordination of the project during execution of the work for immediate clarification of any discrepancies / disputes / problems in the drawings prepared by the Agency.

Project Manager

**NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A Govt. of India Enterprise)**

LIAISON OFFICE, AGARTALA

DETAIL SCOPE OF WORK

Agency will prepare the master plan of the project as per requirement of Project Authority; prepare the detailed drawings of all the structures, BOQ, Tender Documents, Soil Investigation etc. as detailed below:

PARTICULARS OF SERVICES :-

1. Carrying out of physical topographical survey. Providing levels at an interval of 5.0 mtrs x 5.0 mtrs. with respect to original R.L and Contours shall be drawn at every 0.500 meter interval.
2. Fixing of temporary Benchmark at various location as per requirement.
3. Preparation and submission of Layout plan of the Project incorporating all the proposed structures/buildings as per requirement of Project Authority/NPCC.
4. Carrying out Soil Investigation as per BIS code as per requirement.
5. After the approval of the estimates by PA/NPCC, Preparation of estimates as existing practice of CPWD/state PWD, supported by preliminary drawings i.e. key plan, layout plan, elevations and broad specifications etc. for approval of PA/NPCC. The architect has to get approved the estimate after detailed presentation at IGNOU Authority Delhi at his own cost. No payment towards fare/allowance will be made to the agency in this regard.
6. Preparation, submission and obtaining approval of detailed drawings of PLAN and ELEVATION including, Foundation details of each of the structures at different location mentioned in the BOQ as per requirement of Project Authority / NPCC.
7. Preparation, submission of Typical PLAN and Elevation, Perspective View, all section, Foundation details and other detailed drawings including colour scheme, sanitary & sewerage details, internal electrification including consumption of power & load distribution of each of the structures incorporating all the suggestion/proposal of Project Authority/NPCC for IGNOU, Regional Building Centre, Agartala and other allied works at different location and obtaining final approval of the same from Project Authority/NPCC.

8. Preparation and submission of detailed BOQ for civil works, sanitary & sewerage, water supply system, internal electrical work, External electrification, connecting road, area grading, Boundary wall etc. separately for all the items of each of the buildings along with tender documents mentioning GCC, Special Condition of the Contract and Vendor List for bought out materials etc.
9. For preparation of BOQ as per existing CPWD/state PWD Schedules. In case rate for any item not available in the prevailing schedule, the same shall be derived from market rates plus 10% margin for executing agencies.
10. Detailed quantity calculation for all the items as per approved drawings for each structure separately including all allied works. This may tally with the quantity submitted by the Agency as BOQ for tendering.
11. Submission of detailed structural design along with detailed cross sectional drawing, Bar Bending Schedule for each of the buildings after obtaining clearance/ approval from any education institute as per instructions.
12. Preparation & submission of all Final Drawings including Tracing after incorporation of all modification and revision (i.e. AS BUILT DRAWINGS).
13. Payment will be made to the agency for the service rendered by them after approval of the same from PA/NPCC. In case the project has been abandoned/ terminated, the Architect will have no right to NPCC for its claim towards expenses incurred.

Project Manager

**PROFORMA OF BANK GUARANTEE FOR
(ISD / PERFORMANCE)**

NPCC Ltd.,
Liaison Office,
31-Harish Thakur Road,
Krishnanagar,
Agartala-799001

"NPCC" which expression shall include its successors and assigns /supply order No.....dated(hereinafter called the contract) to M/s..... (Hereinafter called the contractor / supplier) at a total price of Rs..... Subject to the terms and conditions contained in the contract.

WHEREAS the terms and conditions of the contract require the contractor to furnish a bank guarantee for Rs.....(Rupees.....) being% of the total value of the contract for proper execution and due fulfillment of the terms and conditions contained in the contract.

We, theBank, (hereinafter called the "Bank") do hereby unconditionally and irrevocably undertake to pay to NPCC immediately on demand in writing and without protest/or demur all moneys payable by the contractor/supplier to NPCC in connection with the execution/supply of and performance of the works/equipment. Inclusive of any loss, damages, charges, expenses and costs caused to or suffered by or which would be caused to or suffered by NPCC by reason of any breach by the contractor/supplier of any of the terms and conditions contained in the contract as specified in the notice of demand made by NPCC to the bank. Any such demand made by NPCC on the bank shall be conclusive evidence of the amount due and payable by the bank under this guarantee. However, the Bank's liability under this guarantee shall be limited to Rs..... in the aggregate and the bank hereby agrees to the following terms and conditions:-

- (i) This guarantee shall be a continuing guarantee and irrevocable for all claims of NPCC as specified above and shall be valid during the period specified for the performance of the contract including the period of maintenance/warranty i.e. up to.....
- (ii) We, the said bank further agree with NPCC that NPCC shall have the fullest liberty without our consent and without affecting in any manner our obligations and liabilities hereunder to vary any of the terms and conditions of the said contract or to extend time for performance of contract by the contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by NPCC or any indulgence by NPCC to the contractor or by any such matter or thing whatsoever, which under the law relating to the sureties would, but for this provision, have effect of so relieving us.

- (iii) This guarantee/undertake shall be in addition to any other guarantee or security whatsoever NPCC may now or at any time have in relation to the performance of the works/equipment and the company shall have full recourse to or enforce this security in performance to any other security or guarantee which the NPCC may have or obtained and there shall be no forbearance on the part of the company in enforcing or requiring enforcement of any other security which shall have the effect of releasing Bank from its full liability. It shall not be necessary for NPCC to proceed against the said contractor/supplier before proceeding against the Bank.
- (iv) This guarantee/undertaking shall not be determined or affected by the liquidation or winding up, dissolution or change of constitution or insolvency of the supplier/contractor, but shall in all respects and for all purposes be binding and operative until payment of all moneys payable to NPCC in terms thereof are paid by the Bank.
- (v) The Bank hereby waives all rights at any time inconsistent with the terms of this Guarantee and the obligations of the Bank in terms hereof, shall not be otherwise effected of suspended by reasons of any dispute or disputes having been raised by the supplier contractor (whether or not pending before any Arbitrator, Tribunal or Court) or any denial of liability by the Bank to NPCC in terms hereof.

We, the said Bank lastly undertake not to revoke this guarantee during its currency except with the previous consent of NPCC in writing. Unless a claim is made in writing within three months from the date of expiry of this guarantee i.e..... we shall be relieved from all liabilities under this guarantee thereafter.

Signed this.....day of.....at.....

For and on behalf of bank

WITNESS

1. _____

2. _____

SPECIAL CONDITIONS OF CONTRACT

1. The consultant shall be responsible for any alteration of work due to any discrepancy, errors or omission in the drawing or other particulars as supplied by him, whether such drawings or other particulars have been approved by the employer or not. All modification made in the working drawings at various stages of actual construction should be incorporated in the drawing.
2. All detailed design calculations, along with technical specification to be supplied by the consultant.
3. All drawings shall be sufficiently detailed and dimensioned including Bar Bending Schedule to help in speedy execution of the project.
4. Timely approval of the drawing from NPCC / Project Authority shall be the responsibility of the consultant and all visits required in this connection to any place will be at the expense of the consultant.
5. Visits of the Consultant to site in connection with the collection and information relevant to the consultancy services will be free of cost. In case inadequacy is observed in the work during the execution of work and upto the period of 12 months after the completion of works the consultant shall on their own initiative and at no extra cost of consultancy to the Corporation take all steps necessary to remedy/rectify the said defects or inadequacy.
6. The consultant shall associate Employer's (NPCC / Project Authority) engineers throughout the design and drawing and provide with all details pertaining to design including all data and analysis. The consultant shall also make or assist in making all the reports and recommendations as may be contemplated by the terms of reference or as may be reasonably required by the Project Authority within the general scope of this work and shall be at all times co-operate with the employer and/or client, its employees and the agents in the interest of the work.
7. All reports, notes, plans, design, estimation, data specifications, statistics and other documents and data prepared and compiled by the consultant while performing the consultancy services shall be the property of Employer, NPCC/ Project Authority.
8. The consultant shall be responsible for the correctness and accuracy of the data, design, drawings, estimation, specifications, bill of quantity and all other documents under this contract.
9. The consultant shall carry out the services with due diligence and efficiency in a professional manner and in accordance with sound engineering practice designed to promote the purposes of safety and efficient operation of the system and with due regard to the environmental, climate conditions of the site and the obligation of the parties hereto.

10. The consultant should submit detailed designs and drawings (described under scope of work) and get the same approved provisionally by the competent authority. Even though the designs and drawings may be approved provisionally by the project Authority for the work to proceed, the consultant will be held responsible for any design defects.
11. All detailed design and working drawings will be developed with proper co-ordination and interaction with the electrical system design (if required) drawings. The detailed design should reflect detailed specifications of the engineering materials and their properties.
12. All final design calculations shall be based on soil characteristics of the area for which soil investigations if required are to be carried out by the consultant for which no extra payment will be admissible.
13. The details of all RCC /Brick work/Structural steel members in all civil works shall be based on full supporting design calculations, as per IS Codes of practice / IRC Guide line. These details, interalia, shall provide all construction parameters including identification of reinforcement bars in respect of number and diameters. Bar bending schedule, the details materials lists and specifications of works shall be provided by consultant. Detailed working drawings will, interalia, include general arrangement drawings, showing plans at different levels with sectional elevations.
14. The consultant shall incorporate all the modifications of changes desired by NPCC / Project Authority in the plans, reports, designs, drawings, estimate, specification, etc. Before final approval without charging extra amount.
15. The consultant shall be responsible for the safety of structures designed by them.
16. The design and drawings for all works shall conform to all relevant Indian Standards Specifications and/or standard code of practice. Where no Indian Standards are available, equivalent international standards, and generally accepted engineering practices should be followed. Deviation from IRC recommendation and adoption of other codes of practice will require approval of the employer.
17. Should any defect or inadequacy appear in the study carried out and report submitted by the consultant prior to the date of final acceptance of the work by the Employer, the consultant shall perform at its own initiative and free of any cost to Employer, all such services as shall be necessary to remedy the said defect or inadequacy.
18. In the event of Consultant's firm closing its business, the owner shall have the power to employ any other agency to complete the work at the risk and cost of the consultant.

19. Any deviations from the approved drawings or specifications observed by the Consultant shall be given in writing by him to owner who shall issue necessary instructions to the executing agencies.
20. The Consultant shall make necessary revisions as may be required by the owner in the drawings and other documents submitted by the consultant at any stage along the currency of contract.
21. During execution of the Building works by the agency it will be the responsibility of the consultant to hand over the level of the ground to the executing agency and the same are to be matched with the level considered by the consultant during preparation of the BOQ.
22. The final payments shall be released after satisfactory completion of work.

**Project Manager
NPCC Ltd, Agartala**

**NATIONAL PROJECTS CONSTRUCTION CORPORATION LTD.
(A Govt. of India Enterprise)**

TENDER DOCUMENTS

FOR

**PREPARATION OF DPR, DETAILS DESIGN AND
WORKING DRAWINGS, SURVEY & SOIL
INVESTIGATION, BOQ AND OTHER RELEVANT WORKS
FOR IGNOU REGIONAL CENTRE BUILDING AT
AGARTALA, TRUPURA (W)**

PRICE BID



NIT No.70071/IGNOU/495 Dt.26/09/12

Issued to :-

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.....
.....

Corporate office
Plot No.67-68, Sector-25
Faridabad-121 004
Haryana

Liaison office
31, Harish Thukur Road, Krishnanagar
Agartala, West Tripura
Tripura

NATIONAL PROJECTS CONSTRUCTION CORPORATION Ltd.
(A Govt. of India Enterprise)
Liaison Office
31- Harishthakur Road, Krishnanagar, Agartala
Fax/Phone - 0381 230 9621

Ref. No.70071/IGNOU/495

Dated:-26/09/12

NOTICE INVITING TENDER (2ND CALL)

Sealed tenders are invited by Project Manager, NPCC Ltd., 31- Harishthakur Road, Krishnanagar, Agartala, Tripura west, Pin:-799001 on behalf of Zonal Manager, NER (IBBW) Silchar in two bid system from experienced reputed architects/ consultants for preparation of Survey, Soil investigation, design, drawing, detailed estimate and bill of quantity etc. for upcoming works of IGNOU in the state of Tripura.

Sl. No.	Name of Work	Estimated Cost	Earnest Money	Time of Completion
1.	Preparation of DPR, details Design and working Drawings, survey & soil investigation, BOQ and other relevant works for IGNOU Regional Centre building at Agartala, Trupura (W)	Rs.27.00 Lakhs	2% of the estimated cost	3 Months

Minimum Qualifying Criteria:- Architects/ consultant having experience for detailed engineering and implementation of infrastructure project of similar nature of work preferably with Govt. dept/PSUs and having minimum annual turn over of Rs.50.00 lakhs (Rupees fifty lakhs only) may submit their offer in the prescribed document. Tender document can be obtained from the aforesaid office on payment of non refundable of Rs.3000.00 (Rupees three thousand only) per set from 28/09/12 to 17/10/12 on any working days from 10.00 AM to 5.00 PM. The last date of submission of completed offers along with EMD of Rs.54,000.00 (Rupees fifty four thousand only) in the form of demand draft / call deposit in favour of NPCC Ltd., Payable at Agartala from any scheduled bank is on 18/10/12 upto 3.30 pm. The technical part shall be opened on same day at 4.00 PM in presence of bidders who choose to be present and Price bids of those who are qualified in the technical part shall be opened at subsequent date which shall be informed in time. NIT may be seen on NPCC website www.npcc.gov.in.

NPCC reserves the right to accept or reject any or all tenders without assigning any reason.

(Project Manager)
On behalf of NPCC Ltd.

Preparation of DPR, details Design and Working Drawings, Survey & Soil Investigation, BOQ and other relevant works for IGNOU Regional Centre Building at Agartala, Trupura (W).

PRICE BID AND MODE OF PAYMENT:-

Fees payment cumulative % age.

ITEM NO.	DESCRIPTION OF ITEMS	PAYABLE AMOUNT
1	Site survey, soil investigation, Geo technical report and submission of drawings showing 2-3 alternative of conceptual plan, elevation and section on the basis of general understanding of the clients requirement for approval from Project Authority / NPCC	10%
2	Submission of detailed drawings and estimate after approval of conceptual drawing.	25%
3	Preparation of tender documents for calling offers from contractors including tender drawings, BOQ, technical specifications and General terms and conditions etc.	50%
4	Submission of detailed working drawings “released good for construction”	70%
5	Submission of detailed final drawings after in corporating all the items as per actual executed work.	90%
6	On completion and handing over the particular of work on prorata basis.	100%

PRICE BID :-

I agree to provide consultancy services for the project as per NIT No.....dated:..... @.....% (in figure).....
.....(in word) over
executed value and agree to received the payment as per above schedule of
payment on prorata basis.

Dated Signature of the Tenderer
With seal,

Project Manager