



भारतीय लघु उद्योग विकास बैंक
एससीओ 119-120, भूतल एवं प्रथम तल, सेक्टर 17-बी चण्डीगढ़-160017

SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA
SCO 119-120, Ground & 1st floor, Sector 17-B Chandigarh-160017

चण्डीगढ़ स्थित सिडबी कार्यालय परिसर में नवीकरण सह इंटीरियर फर्निशिंग कार्य के लिए
सलाहकारों/वास्तुकार की पूर्व अर्हता के लिए आवेदन ।

**APPLICATION FOR PRE-QUALIFICATION OF CONSULTANTS / ARCHITECT FOR
RENOVATION CUM INTERIOR FURNISHING WORKS AT SIDBI OFFICE
CHANDIGARH**

निविदा संख्या :

Tender No.: 301/2022/1683/CHBO/PREMISES

सील बंद लिफाफे में आवेदन जमा करने की अंतिम तारीख -18 फरवरी 2022 को 15.00 बजे तक

LAST DATE OF SUBMISSION OF SEALED APPLICATION - February 18,2022 UPTO 15:00 HR

PRE-QUALIFICATION OF CONSULTANTS / ARCHITECT FOR RENOVATION CUM INTERIOR FURNISHING WORKS FOR SIDBI AT SCO 119-120, SECTOR-17 B, CHANDIGARH.

Last date of submission February 18, 2022 upto 1500 hrs.

Issuing Authority:
General Manager,
Small Industries Development Bank Of India,
SCO 119-120,
Sector 17 B,
Chandigarh.
Phone No. 0172-5039627,5039636

PRE-QUALIFICATION OF CONSULTANTS / ARCHITECT FOR RENOVATION CUM INTERIOR FURNISHING WORKS FOR SIDBI AT SCO 119-120, SECTOR-17 B, CHANDIGARH.

Small Industries Development Bank of India (SIDBI) invites applications for prequalification from reputed, experienced **CONSULTANTS / ARCHITECT** for Renovation cum interior furnishing work of SIDBI at SCO 119-120, Sector 17 B, Chandigarh.

The estimated cost for the work is around ₹ 69 lakh(approx.)

Broad Scope of Work

The Consultant/Architect shall perform the work mentioned below specified by the Employer (SIDBI) and render in connection therewith all the professional services covering in particular the following:

For Interior Works:

1. Consultant / Architects services

The Consultant/ architects shall render the following services in connection with regard to the interior works of the SIDBI office premises at SCO 119-120, Sector 17 B, Chandigarh.

- (a) Taking the Employers' instructions, preparing preliminary / sketch designs (including carrying out necessary revisions till the sketch designs are finally approved by the Employer), making approximate item wise estimates of cost and preparing reports (as applicable) on the scheme so as to enable the Employer to take a decision on the sketch designs.
- (b) Submitting the required drawings to the Municipal Corporation and / or any other statutory authority and obtaining its approval, if required.
- (c) Preparing detailed working drawings for interiors / furnishing, electrical, air-conditioning, computer and telephone lines, etc. (in connection with qualified and reputed consultants approved by the Employer in the respective fields, if required). Preparing specifications, detailed estimates of cost or such other particulars as may be necessary for the preparation of bills of quantities.
- (d) Drawing up detailed tender documents for the various trades, viz. interior decoration work, electrical, computer and telephone lines, air-conditioning

etc. complete with articles of agreement, special and general conditions of contract, specifications, schedule of quantities, time and progress charts together with drawings and other materials necessary for preparation of the detailed tender documents.

- (e) Inviting bids for all the trades and submitting assessment reports thereon together with recommendations, preparing contract documents for all the trades and getting them executed by the concerned contractors.
- (f) Preparing landscape and planting drawings, if required.
- (g) Short listing of competent contractors for various trades. Preparing, for the use of Employer, the contractors and project engineer, required sets (4 to 6 nos) of the contract documents of the various trades including all drawings, specifications or other particulars and such further details and drawings as are necessary for proper execution of the works.
- (h) Assuming full responsibility for the supervision, proper coordination and execution of the said works by the General Contractor, Special Contractor, Subcontractor, Specialist, Consultant etc. that may be engaged from time to time as defined in the conditions of engagement referred to in clause (2) below.
- (i) Checking the measurements of works at site, checking contractor's bills, issuing periodical certificates for payment and passing and certifying accounts so as to enable the Employer to make payments to the contractors and making adjustment of all accounts between the contractors and the Employer. The Employer's nominated officers / engineers shall have the right to point out any defects in the workmanship or any aspect of specification and execution and scrutinise the bills before payment.
- (j) Submitting to the Employer, along with the completion certificate, three copies each of the "AS BUILT" layout drawings with full dimensions and details in respect of the interior furnishing work, electrical work, air-conditioning etc. on completion of the work.
- (k) Rendering any other service connected with the said works usually and normally rendered by Consultant/ architects and not referred to in any of the items referred to above.

The applications in the prescribed Format along with all supporting documents like copies of PAN card and latest Income-Tax return filed, list of work completed / in hand with their value during last 5 years, work completion certificates, list of personnel available, details of registration / empanelment with different institutions, etc. The applications should reach the General Manager , Small Industries Development Bank of India(SIDBI),SCO 119-120, Sector 17 B, Chandigarh on or before 18.02.2022 upto 15.00 Hrs.

Architects (Consultants) who shall be found eligible after scrutiny of applications, documents, site visits to the earlier work, etc. shall be empanelled and financial offers (quotation for professional fee) for the proposed works shall be invited from them. No other advertisement shall be released.

The panel of prequalified Architects (Consultants) shall be normally valid for a period of 3 years but can be extended for another 2 years at the discretion

of SIDBI. Consultants / Architects whose performance not found satisfactory will be removed from the panel. SIDBI reserves the right to use the said panel for other works also.

Interested Architects (Consultants) who satisfy the criteria should apply with complete details in the following format.

- I Format for bio-data/application (Format-I)
- II Format for list of works executed / in hand (Format A & B)
- III Format for details of Resources / Infrastructure (Format C)
- IV Format for details of empanelment with other organization (Format D).

ELIGIBILITY CRITERIA

1. The Principal Consultant / Architect of the firm / agency should be professionally qualified Consultant / Architect / Engineer having graduate degree B.Arch / B.E Civil / B.Tech(Civil) or Diploma in Architecture /Civil Engg. and registered with the Local Development Authority / Municipal Corporation. Architects should be member of Council of Architect.
2. The Consultant / Architects (Consultants) should be preferably based at **Chandigarh**. They shall have minimum experience of 5 years in the field of executing similar works. Architects (Consultants) who have executed similar work / empanelled with Govt. Dept., Banks, Financial institutions and Public Sector Undertakings will be preferred.
3. The Consultant / Architects should have satisfactorily provided Consultancy and supervision services towards Repairs / Renovation / Interior works consisting of Civil, Plumbing and Electrical works) as under:
 - One similar nature of work costing at least ₹ **55 lakh**
 - or
 - Two similar nature of works costing at least ₹ **41 lakh** each, in last 3 years (ending with the last date for receipt of applications).
4. The Consultant / Architects should have a professional reputation and the quality of works executed by them should be of acceptable standard. The works assigned to them should have been completed within the prescribed time. SIDBI may inspect the works of the Agency to assess quality and performance.
5. The Consultant / Architects should have in-house arrangement for providing consultancy for specialized works namely plumbing, electrical, air-conditioning, etc or have tie-up with associate consultants for such works.

The Consultant / Architect are required to attach the requisite satisfactory documents as proof towards pre-qualification, along with their application. Failure to submit the same may result into rejecting the application. SIDBI reserves the right to cross check the information furnished and may obtain confidential report from their previous clients. SIDBI reserves the right to reject any or all applications at any stage without assigning any reason, thereof.

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APPLICATION FORM

1. Name and address of the Firm/ Co., :
including contact numbers / Mobile / Fax/E-mail,etc.
2. Nature of firm/Co., whether Proprietary/ Company :
Partnership (furnish full details)
3. Year of Establishment :
4. Organization profile, infrastructure facilities, etc. :
5. Name of Main Architect (Principal) / Engineer with Registration
details with Council of Architects/IIA /Local Dev. Authority /
Municipal Corporation :
i) Telephone/Mobile No :
ii) Fax No.
iii) Email id. :
6. Name of Partner(s) / Associate(s), if any :
with their Bio-data
- 7 Details PAN No. :

(Enclose copy of PAN card and
latest income tax return filed)
- 8 Name & address of the Bankers :
- 9 Detailed description and value of work done : YES / NO
in the past five years and works in hand
(to be furnished in Format- A & B)
10. Details of Resources (manpower, tools and plant) / Infrastructure
available : YES / NO
(to be furnished in Format-C)
11. Details of registration/ empanelment : YES / NO
with Govt. Agencies/ Banks /Fls /PSUs
(to be furnished in in Format – D)

Signature :
Date:

Name:

Seal:

Note: Please enclose separate sheets / photographs / documents as required.

Format- A

Particulars in respect of similar works executed in the last five years

S. No.	Name of the work executed with address	Name and address of the owner / client	Value of work executed in ₹	Date of completion	Stipulated time for completion	Actual time taken for completion	Name of Contractor & Contract details	Remarks, if any for variation / delay

Please enclose copies of appointment letter / agreement for each job.

Format – B

Particulars in respect of similar works in hand

S. No.	Name of the work with address	Name and address of the owner / client	Value of work in ₹	Date of award	Stipulated time for completion	Present status	Name of Contractor & Contract details	Remarks, if any for variation / delay

Please enclose copies of appointment letter / agreement for each job.

Details of Resources (Manpower, Equipments & Infrastructure)

1. Details of Manpower

S.No.	Category	Qualification	Experience	Remarks
1.	Architects			
2	Engineers			
3	Associates for specialized jobs			
4	Supervisor / Draughtsman / Other staff			

2. **Details of Equipments / Infrastructure:**
(please indicate the infrastructure facilities available viz., computers, softwares, plotter, office details, etc.)

3. Any other information.

Format- D

Details of Empanelment with other Organisation / Department

S. No.	Name and address of institution with contact No	Registered/ empanelled for value of work up to ₹ and other details	Date of empanelment and validity	Details of certificate / letter from the Institution / Bank, etc. if any

Please enclose letter from the organization where you are empanelled.
