

Part-I

**KAMALA NEHRU COLLEGE
AUGUST KRANTI MARG
NEW DELHI**

Tender For

Appointment of MEP Consultant for proposed seminar hall, proposed computer lab in temporary structure on library terrace, and for existing Library and Auditorium Building at Kamala Nehru College, New Delhi.

Part I (Techno-Commercial Bid)

Name of Consultant:

Address:-

Start Date of Submission of Tender	26.07.2022
Date of opening of Part – I	18.08.2022

Schedule of Bid

Tender	Appointment of MEP Consultant
Issue of tender document	26.07.2022
Date of Pre-bid Meeting	10.08.2022
Date from which bidding starts	27.07.2022
Last date for submission of Bids	17.08.2022
Date and time of opening Part-I (Techno-commercial Bids)	18.08.2022 AT 11.AM
Address for submission of Bids	PRINCIPAL KAMALA NEHRU COLLEGE (UNIVERSITY OF DELHI) AUGUST KRANTI MARG, NEW DELHI - 110049
Address for Communication	KAMALA NEHRU COLLEGE (UNIVERSITY OF DELHI) AUGUST KRANTI MARG, NEW DELHI - 110049
Date and time of opening of Part-II (Price Bids) of tender	22.08.2022 AT 11.AM
Validity period of the bid	120 DAYS

* Kamala Nehru College reserves the right to change the dates mentioned in this document

#The consultant should submit 2 separate envelopes duly sealed with clearly super scribing content of envelope, name of work and name of participant as mentioned below :

1. Part – I (Techno Commercial Bid)
2. Part - II (Price Bid)

It is also advised to not to mention tendered amount/quoted amount in Part-I of the Tender Document or on any envelope.


PRINCIPAL
KAMALA NEHRU COLLEGE
(University of Delhi)
August Kranti Marg
NEW DELHI - 110 049

Section I

Form of application for Appointment of MEP Consultant

Place:

Date:

The Principal
Kamala Nehru College,
August Kranti Marg,
New Delhi,

Dear Madam,

Having read and examined the Notice Inviting tender, scope of work, instructions to bidders and the terms and conditions, specified in memorandum, hereinafter set out and having visited and examined the site of the works specified in the said memorandum and having acquired the requisite information relating thereto as affecting the application including quotation for MEP Consultant towards analysis, repairs and fit outs and all other contents in the tender document. I / We hereby offer to execute the works specified in the said memorandum within the time specified and at the rates mentioned in the attached 'Schedule of Rates' and in accordance in all respects with the General Terms and Conditions, Terms of Reference and instructions in writing referred to in Articles of Agreement.

MEMORANDUM

(a)	Name of the work	Appointment of MEP Consultant for proposed seminar hall, proposed computer lab in temporary structure on library terrace, and for existing Library and Auditorium Building at Kamala Nehru College, New Delhi.
(b)	Date of Commencement	

(c)	Time for completion of the work	<p>A For submission of Design based report detailing existing condition assessment, present day design requirements, and design proposal elaborating suggestions, hardware fit outs and any enhanced infrastructure.</p> <p>B Mutually decided timeline to assess and approve the design based on quantum of repairs and retrofitting after discussion between college and consultant.</p> <p>C For final BOQ with suggested rates, specifications, conditions, and drawings to allow appointment of contractor.</p> <p>D Mutually decided timeline to award work to contractor.</p> <p>E Supervision and approval of the construction by the consultant within the agreed upon time frame of</p>
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I / We agree to

iii) **Should the quotation be accepted, I / we hereby agree to abide by and fulfil the terms and provisions of the said conditions of the contract annexed here so far as they may be applicable.**

iv) **Our Bankers are: (Full Address)**

(i)	
(ii)	

3. Names of Partners of our firm are:

(i)	
(ii)	

Name of the Partner Authorized to	of the firm	
Or		
Name of Person having power of Attorney to sign the Contract (Certified copy of the Power of Attorney should be attached).		

Yours faithfully,

Signature of Consultant:

Signature, Name and Addresses of Witnesses:

01.

02.

Section II

Section- A

General Information: Property details

Name and address of the Property:	Kamala Nehru College, August Kranti Marg, New Delhi
Year of construction:	
Age in years:	
No. of buildings in the	One
No. of storeys	Ground floor + First floor + Second floor, and roof
Built-up area	40000 sft
Occupancy status	The buildings are occupied.

II. A Scope of work and Services to be rendered by MEP Consultant for college site.

Review existing hardware, LT panel, Electric mains and sub-mains power layout and controls; and suggest comprehensive distribution plan including specification and layout for DBs and sub-DBs etc. considering existing and proposed buildings and elevators.

Suggest external and internal fire hydrant system.

B Scope of work and Services to be rendered by MEP Consultant for proposed Lecture Theatre and proposed Computer lab over library terrace.

Suggest Cooling and ventilation systems.

Suggest Smoke exhaust and fresh air system.

Suggest Electric power layout and controls

Suggest Earthing system

Suggest system and controls for emergency power back-up.

Suggest system for fire and smoke detection.

Suggest fire alarm system.

Suggest firefighting system including sprinklers and hydrants.

Suggest Public address system.

Suggest access control and CCTV system.

Suggest infrastructure passive system for voice and data.

Suggest cabling for AV system

Suggest plumbing and drainage and sewerage including connectivity to existing systems.

C Scope of work and Services to be rendered by MEP Consultant for Auditorium and Library Building

Review existing Cooling and ventilation systems and suggest thereof.

Suggest Smoke exhaust and fresh air system.

Review existing Electric power layout and controls and suggest thereof.

Review system and controls for emergency power back-up.

Review and suggest earthing system

Suggest system for fire and smoke detection.

Suggest fire alarm system.

Suggest fire fighting system including sprinklers and hydrants.

Suggest Public address system.

Suggest access control and CCTV system.

1. MEP Consultant should visit the site and carry out a visual inspection of the premises. Original design/construction drawings (if available or to the extent available) and occupancy pattern, maintenance report, etc. will be made available by the college for reference. Consultant may review the available data, drawings, etc. to analyses the type of occupancy. Inspection of the site before submission of offer and inclusion of any other point which may be considered relevant is allowed.
2. Based on, visual observations by Consultant, report of visual and maintenance inspection prepared by the College the Consultant should enlist the elements needing repairs, fit outs, retrofitting and suggest best possible scheme and furnish the college with a comprehensive Condition Assessment report along with a design proposal. This will further lead to Measurement sheets for the work required to be carried out and Bill of Quantities (BOQ) with workable market rates and specifications with sketches, drawings etc.

Concept Stage

- a) Undertake spatial studies for MEP systems for typical floor, major MEP plant equipment and at the site level. In addition, provide spatial requirements for all high side MEP equipment to the Architects

- b) Provide MEP information and input to develop alternative schemes for consideration by the Client for further design development.
- c) Coordinate with the architect
- d) Provide technology options with cost benefit analysis.
- e) Establish single line layouts for external services routes.
- f) Deliverables will include technology option analysis presentation/report and space assessment mark-ups on architectural plans.

Schematic Stage

- g) Evolve the concept into a preliminary engineering design.
- h) Confirm location and spaces for MEP equipment on preliminary architectural layout drawings.
- i) Identify sustainability strategies for the project.
- j) Preparation and submission of Design Basis Report (DBR) describing the MEP design intent.
- k) Produce Budgetary Cost Estimates based on internal cost bank.
- l) Deliverables will include:
 - Design Basis Report
 - Budgetary Cost estimate
 - MEP equipment space planning drawings

Statutory Submission Stage

- m) Preparation & Submission of drawings / documents for statutory approval.
- n) Provide technical inputs to Owner appointed liasoning consultant during meetings with statutory authorities.
- o) Deliverables will include:
 - Authority Submission drawings
 - Write-ups required for Authority submission

Design development Stage

- a) Proceed from Schematic Design to Design Development stage.
- b) Estimation of air conditioning load, total electrical demand and water balance for based on detailed Architectural drawings.
- c) Preliminary selection of electrical/mechanical equipment capacities.
- d) Evolve single line schematic drawings.
- e) Develop first cut drawings showing details of MEP equipment layouts.
- f) Update Budgetary Cost Estimate.
- g) Deliverables will include:
 - Single line schematic
 - Updated DBR with Equipment capacities and Budgetary cost estimate
 - MEP equipment layout drawings

Construction Document Stage

- h) Take forward approved Design Development stage to Construction Documentation stage.
- i) Prepare Construction drawings covering the following information and based on reflected ceiling plans provided by the architect:

- b) Provide MEP information and input to develop alternative schemes for consideration by the Client for further design development.
- c) Coordinate with the architect
- d) Provide technology options with cost benefit analysis.
- e) Establish single line layouts for external services routes.
- f) Deliverables will include technology option analysis presentation/report and space assessment mark-ups on architectural plans.

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- g) Deliverables will include:
 - Single line schematic
 - Updated DBR with Equipment capacities and Budgetary cost estimate
 - MEP equipment layout drawings

Construction Document Stage

- h) Take forward approved Design Development stage to Construction Documentation stage.
- i) Prepare Construction drawings covering the following information and based on reflected ceiling plans provided by the architect:

- Approved shop drawings and G.F.C drawings in 4 sets
- Site inspection reports

OTHER ACTIVITIES TO BE PERFORMED BY THE CONSULTANT

All necessary drawings, if required for submission to statutory / competent authority shall be prepared by the consultant as applicable and in accordance to the prevailing local rules and regulations

It is clearly understood 'by the consultant that all the 'Good- for Construction' drawings shall be issued strictly in accordance with the approved plans by the local authorities.

The consultant shall attend site meetings (as and when required) and whenever the inspection is being carried out by the competent authorities.

Place

Date: -

Signature of Consultant

with their Seal

Section- B

Site Supervision of MEP services and its Certification by MEP Consultant.

It is necessary that the Consultant undertakes the responsibility for site supervision as work activities involved in MEP services are of a specialized nature requiring the knowledge and experience of similar work.

Minimum scope of work to be undertaken by the consultant during the supervision. The consultant shall undertake following responsibilities, but not limited to, during the course of repair and retrofitting works for ensuring achievement of the target as envisaged under the scope of the work

a	Minimum Dedicated Technical Staff	The Consultant shall nominate dedicated technical staff, who are required to be committed for the consultancy work. Minimum number of dedicated staffs required and their qualification required are as follows.	
		Engineer with Engineering (Masters) and 10 years' experience in design	1no.
		Engineer with Degree /Diploma in Civil Engineering and 5 years' experience in execution	1no.
	i	Frequency of the visit, Roles and responsibility of the dedicated staffs can be indicated in a mutually acceptable manner, enabling the efficient discharge of contractual responsibility of the consultant encapsulated under this contract.	

b	Certification of work executed:	Consultant certify the work at site. The certification of work executed is to be done by the Consultant ensuring that:	
		i	The work has been done as per original specification in contract documents for the work and approved additions, alterations etc. in it during the course of work
		ii	Specified materials have been used in requisite quantities as per specifications
		iii	Testing has been done and results of test are as per laid down specifications.
		iv	Quantities executed are as per daily registers maintained.

Place

Signature of Consultant

Date: -

with their Seal

Section III

General Rules and Instructions to the bidders

1 Pre-qualification

- 1 The Consultant/ Consulting Firm shall have minimum prior experience of 10 years in MEP services consultancy.
- 2 The Consultant / Consulting firm shall have at least 3 Engineers (Masters) of all 3 disciplines and each with minimum experience of 10 years.
- 3 The selected Consultant should have adequate number of qualified engineers, supervisors, technicians. Minimum number of dedicated technical staff required to be committed for the consultancy project under consideration should be as follows: -.

a	Minimum Dedicated Technical Staff	The Consultant shall nominate dedicated technical staff, who are required to be committed for this specific consultancy work. Minimum number of dedicated staffs required and their qualification required are as follows.	
		Engineer with Degree and 10 years' experience in design	1no.
		Engineer with Diploma and 5-years' experience in execution	1no.
	i	Frequency of the visit, Roles and responsibility of the dedicated staffs can be indicated in a mutually acceptable manner, enabling the efficient discharge of contractual responsibility of the consultant encapsulated under this contract.	

Bidder shall submit to the employer, list and details of qualified personnel nominated for the supervision of the work. Necessary approval from the college's Engineer shall be obtained in prior in this regard.

2 Bids in Two bid system

For the appointment of Consultant for the project, a two-stage bidding process will be followed. The response to the present tender should be submitted in two parts, i.e., the Techno-commercial bid and Price-bid (in hard copies). The bidder will have to submit the "Techno-commercial bid" and the "Price Bid" separately but within the stipulated date and time. The "Techno-commercial Bid" will contain the exhaustive and comprehensive technical details, whereas the "Price Bid" will contain the pricing information. The Techno-commercial Bid shall NOT contain any pricing information at all and if the Techno-commercial Bid contains any price related information, then that Techno-commercial Bid would be disqualified and would not be processed further.

In the first stage, only the "Techno-commercial Bids" will be opened and evaluated for suitability. Those bidders who qualify PQ, the Price Bids of only those bidders, (which have been short-listed /qualified by technical evaluation) will only be opened.

3 Documents Comprising Tender/ Bid

Part 1 Techno-Commercial Bid

i Form of Tender/Bid

ii Duly Filled-in and signed tender document consisting of:

a Entire Tender Document

b All formats towards pre-qualification/eligibility criteria etc annexed hereto duly filled in along with relevant documents

c Schedule of quantities

Part 2 Part Bid

Bill of Quantities, duly filled-in.

4 Late Bids

No bid will be received after the due date/last date and time specified for submission of bids in schedule or after the extended Bid due date, If any.

5 Opening of Bids

Duly filled tender Part I, prequalification criteria, technical details, literature etc., called Part I of the tender, will be opened on the time and date, as specified in Schedule, at his office, by the tender inviting authority, as specified in Schedule or his authorized representative in the presence of authorized representatives of the bidders who choose to be present.

Duly filled-in tender-Part II, of those bidders, who are found qualified after scrutiny of Part I of the tender documents and prequalification criteria, only will be opened on the time and date, as specified in Schedule, at his office, by the tender inviting authority, as specified in Schedule in presence of the authorized representatives of the qualified bidders.

The consultant should submit two separate envelopes duly sealed with clearly super scribing content of envelope, name of work and name of participant as mentioned below:

1. Part – I (Techno Commercial Bid)
2. Part - II (Price Bid)

It is also advised to not to mention tendered amount/quoted amount in Part-I of the Tender Document or on any envelope.

6

Bid Validity

Tenders shall remain open to acceptance by the college for a period as specified in Schedule from the date of opening of the Part-I of the tender which period may be extended by agreement and the bidder shall not cancel or withdraw the tender during this period.

7

Clarification & Evaluation of Bids

The college would subsequently examine and evaluate bids as below:

- i Only those tenders, which meet the minimum prequalification criteria set out in this tender, shall be processed further. After verification of the correctness/legality and adequacy of the information and supporting documents furnished and considering the financial standing, business integrity, record of timely completion of works, quality of work executed, etc. and Price Bids of only those Bidders who are technically qualified as per part I of tender shall be opened.
- ii The price bids of unqualified bidders will not be opened, and communication will be sent in this regard.
- iii Rates quoted for each item shall be considered during verification/ scrutiny.
- iv If the rates written in figures and in words do not tally, then the rates quoted by the contractor in words shall be taken as correct.

- v Where the rates quoted by the consultant in figures and in words tally, but the amount is not worked out correctly, the rates quoted by the contractor will be taken as correct and the amount will be worked out accordingly.
- vi To assist in the examination, evaluation and comparison of the bid, college may ask Bidders individually for clarifications. The request for clarification and the response shall be in writing. No change in the price or substance of the Bid shall be sought, offered or permitted except as required to during the evaluation of Bids in accordance with tender clauses.
- vii In the case of any tender where unit rate of any item/items appears unrealistic, such tender will be considered as unbalanced and in case the tenderer is unable to provide satisfactory explanation, such a tender is liable to be disqualified and rejected.
- viii In case the lowest tendered amount (worked out based on quoted rate of Individual items) of two or more bidders is same, then such lowest bidders may be asked to submit a revised offer quoting percentage discount on their already quoted tendered amount which shall be applicable on all tender items except buy-back amount. The lowest tender shall be decided based on revised offer. Further, if any such lowest bidder does not revise his bid on lower side, his original bid shall remain valid for further processing.
- ix If the revised tendered amount (worked out based on quoted rate of individual items) of two or more bidders received in revised offer is again found to be equal, then the college shall decide future course of action which shall be final and binding on all the bidders.

8 Acceptance of Tender and Award of Work

On receipt of intimation from the college of the acceptance of his/their tender, the successful bidder shall be bound to implement the contract and within fourteen days from the date of issue of work order thereof, the successful bidder shall sign an agreement in accordance with the draft articles of agreement. Further, the written acceptance by the Reserve college of India of a tender will constitute a binding contract between the Reserve college of India and the person so tendering, whether such formal agreement is or is not executed subsequently.

9 Taxes/ Duties/ Levies

Price bid shall be inclusive of GST or any other Govt. taxes. College will not entertain any claim whatsoever in respect of the same.

10 Time for Completion of Work

Time allowed for carrying out the work as mentioned in the para 5 of the scope of the work, shall be strictly observed by the CONSULTANT and it shall be reckoned from the 14th day from the date of the written work order.

11

Employer's right to accept or reject any or all the bids

Notwithstanding anything mentioned above, college reserves the right to accept or reject any Bid at any time prior to award of Contract without thereby incurring any liability to the affected Bidder or Bidders. The Employer shall not assign any reason for rejection of any or all Bids.

Limit of Payment for handling scope of work

Maximum Rs, 5 lakhs.

Schedule and Bill of Quantities				
Sr no.	Description	Qty	Rate	Amount
Section A				
1	Submission of Design based report (DBR) for proposed Lecture theatre building and Computer Lab on Library terrace; detailing the requirements as per NBC standards, and design proposal elaborating suggestions, hardware fit outs and any enhancement to existing infrastructure.	1 job		
2	Submission of Design based report (DBR) for existing Auditorium and Library building detailing existing condition assessment, the standards as per NBC, and design proposal elaborating suggestions, hardware fit outs and any enhancement to existing infrastructure.	1 job		
3	Submission of comprehensive electrical distribution plan including specification and layout for DBs and sub-DBs etc. considering existing and proposed buildings and elevators.	1 job		
4	Final BOQs with approved rates, approved brands and material, specifications, specific conditions, and SLDs and other drawings to allow appointment of contractor and then execution.	1 job		
Total Amount of Section – A				
Section B				
1	Scheduled supervision and approval of the individual job works at site within the agreed upon time frame of execution between college and contractor.	1 job		
Total Amount of Section – B				
Total Quoted amount for scope of work as per Section A & section B (Inclusive of GST)				

Place

Signature of Consultant (With Seal)

Date

E-mail

Contact No.