



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA
(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)
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Ref. No. : CMA/HCE/Kol/2017

Date: August 10, 2017

NOTICE INVITING EOI

The Institute of Cost Accountants of India (ICAI) invites Expression of Interest from bona-fide Architectural/Civil Consultancy Firms, who have 5 years experience in Consultancy Services, Preparation of Estimates, Preparation of Tender Documents, Evaluation of Tenders, Supervision and Monitoring of the work, Certification of bills of vendors and liaison with Regulatory Authorities/Bodies, e.g. Telangana Industrial Infrastructure Corporation, Municipal corporations etc. for getting NOC such as Fire Safety, for the office building of the Hyderabad Center of Excellence of the Institute of Cost Accountants of India at Plot No-35, Financial District, Nanakramguda Village, Serilingampally Mandal, Gachibowli, Ranga Reddy District, Hyderabad-500032.

ELIGIBILITY CRITERIA

Experience in Consultancy Services, relating to Architectural/Civil drawings, designs, preparation of estimates, providing specifications, preparation of tender document, supervision and monitoring the work of Contractor, experience in liaising with Regulatory Authorities/Bodies, e.g. Telangana Industrial Infrastructure Corporation, Municipal corporations etc., for obtaining License/Approval for Fire Safety, etc..

1. Applicant (Consultancy Organisation/Firm) should have one Senior Architect/ Engineer, possessing at least B.Arch/ B. Tech Degree and having professional experience of not less than 5 years.
2. Architect of the Consultancy Organisation/Firm should have been registered and a Member of Council of Architects or Engineer of the Consultancy Organisation/Firm should have registration with local authorities.
3. Income Tax returns for last 3 years of the Consultancy Organisation/Firm.
4. The Consultancy Organisation/Firm should have an office at Hyderabad.

SCOPE OF THE WORK

1. Getting Fire safety clearance and Inspection and providing specifications for fire safety doors, preparation of Tender Document, Technical Evaluation of the tenders, provide technical consultancy for selection of the Tenderer, Supervision and Monitoring the job of the Contractor, certifying the bills and Provide Certificate for refund of EMD.
2. Consultancy for Getting Occupancy certificate from TSIC.
3. Consultancy for giving specifications for branded furniture Cots, beds, sofas, side tables, centre tables etc., preparation of Tender Document, Technical Evaluation of the tenders, provide technical consultancy for selection of the Tenderer, Supervision and Monitoring the job of the Contractor, certifying the bills and Provide Certificate for refund of EMD.
4. Preparation of Estimate of jobs - (i) Installation & Commission of Projectors, Screens in the Auditorium, Sound Systems and projectors in the two class rooms, (ii) Civil work for back side compound wall and (iii) Construction of Right Side (Exit) Pathway.
5. Preparation of Tender Documents for - (i) Installation & Commission of Projectors, Screens in the Auditorium, Sound Systems and projectors in the two class rooms, (ii) Civil work for back side compound wall and (iii) Construction of Right Side (Exit) Pathway.
6. Technical Evaluation of Technical Bids of Tenders for - (i) Installation & Commission of Projectors, Screens in the Auditorium, Sound Systems and projectors in the two class rooms, (ii) Civil work for back side compound wall and (iii) Construction of Right Side (Exit) Pathway and furnish a report thereon.
7. Provide technical consultancy for selection of Tenderer for - (i) Installation & Commission of Projectors, Screens in the Auditorium, Sound Systems and projectors in the two class rooms, (ii) Civil work for back side compound wall and (iii) Construction of Right Side (Exit) Pathway, Supervision and monitoring jobs of Contractors and certification of bills for the said jobs.
8. Provide Certificate for refund of EMD of the Vendors for (i) Installation & Commission of Projectors, Screens in the Auditorium, Sound Systems and Projectors in the two class rooms, (ii) Civil work for back side compound wall and (iii) Construction of Right Side (Exit) Pathway.
9. Any other job(s) connected with the jobs for - (i) Installation & Commission of Projectors, Screens in the Auditorium, Sound Systems and Projectors in the two class rooms, (ii) Civil work for back side compound wall and (iii) Construction of Right Side (Exit) Pathway , from time to time, in case of requirement.
10. To access the Civil Construction work of the building of Hyderabad Centre of Excellence for providing certificate for refund of EMD of Vendors for Civil work and air-condition work in the Auditorium.

IMPORTANT INSTRUCTIONS FOR THE APPLICANTS

- 1) Intending applicants should submit in duplicate their complete details about their organization.
- 2) The ICAI reserves the right to accept any or reject all the applications without assigning any reasons whatsoever.
- 3) It is not obligatory on the part of Institute to accept the lowest offer. The ICAI may summarily reject any or all the offers without assigning any reason to the applicants, participating in this Expression of Interest.
- 4) The Scale of fees payable include comprehensive Consultancy services shall include all the work.
- 5) Representative(s) of Applicant shall visit the site as and when required to inspect and render necessary advice for the ongoing work. The fees payable to Applicant shall include charges for the visits to the site of the project and/or for any meetings. No separate charges will be paid for Site Visit.
- 6) Decision of the ICAI in regard to selection of the Consultancy Organisation/Firm shall be final. The ICAI is not bound to assign any reasons therefore.
- 7) All work should be completed within the prescribed period of 3 months after engagement of the consultant.
- 8) **Applicants are advised to consult the ICAI's Authorities – CMA M.P.S. Arun Kumar, Deputy Director (Mob. : 09700516350) on any Working Day (Mon-Friday) during 10.00 a.m. to 5.00 p.m. or visit the office of the Hyderabad Center of Excellence of the Institute of Cost Accountants of India for more details.**
- 9) Applicant should quote their own Consultancy Fee including all taxes.
- 10) EMD of Rs 5,000/- (Rupees five thousand only) payable by way of DD, drawn in favour of " THE INSTITUTE OF COST ACCOUNTANTS OF INDIA" payable at Kolkata is to be submitted along with application.
- 11) Terms of Payment of Consultancy Fee –
 - i. 25% of the total fees - after getting NOC from Fire safety Department
 - ii. 25% of the total fees - After getting Occupancy certificate from TSIC.
 - iii. Remaining of the total fees (50%): After completing all other work.

VARIATION IN QUOTED PRICE

1. The payments shall be made to the Applicant initially based on the estimated cost of work on percentage rate basis. This will be adjusted (+/-) based on awarded value of work. The final payment will be again adjusted based on completed value of building (without any escalation).
2. Applicant shall be paid only the amount adjusted as per the payment terms, as mentioned above.
3. Rates to be all inclusive.
4. The rates quoted by the Applicant shall be final and remained fix till completion of the work any description/ elaboration of item of work not included in the scope of work or in describing the BOQ items shall not be a ground for any extra payment. Applicant should note this aspect and quote their rate accordingly. Payment shall strictly be made as per the terms and beyond that nothing extra shall be paid.
5. The rates quoted shall also be inclusive of all types of direct and indirect taxes imposed by the Central/State Govt. and local bodies.

However, any statutory variation in and / or fresh imposition of such levies/ taxes relevant to this contract shall be paid on actual basis by ICAI after submission of documentary proofs by the consultant and verification of the same by ICAI.

6. No Price variation will be admissible.

EARNEST MONEY DEPOSIT

- 1) Applicant must furnish the Earnest Money as specified, failing which the EOI shall be rejected.
- 2) No interest shall be paid on Earnest Money Deposit.
- 3) If any applicant back out after opening of bid/at any point of execution of any work , EMD will stand forfeited and the Institute deserves the right to take any disciplinary action against the Applicant.
- 4) Earnest Money (EMD) of unsuccessful Applicant will be refunded after completion of the Tendering process.
- 5) Earnest Money of the successful Applicant shall be dealt with as under –
 - (i) The Earnest Money after acceptance of the EOI shall be treated as Retention Money.
 - (ii) Retention Money shall be retained till 12 months beyond the completion of this work.

Architectural/Civil Organisation/ Consultancy Firms are here by invited **to submit their Offers for Consultancy Services strictly as per the SCHEDULE OF PRICE BID at Plot No-35, Financial District, Nanakramguda Village, Serilingampally Mandal, Gachibowli, Ranga Reddy District Hyderabad-500032.**

Offer is to be submitted positively on or Before 4.00 p.m. of August 31,2017 within Sealed Envelop (Name of the Applicant, Address, Telephone & Mobile No., E-mail Id should be mentioned at the bottom of the Envelope) superscribed With Ref no: CMA/HCE/Kol/2017 in the Tender Box at the address mentioned below -

<u>Hyderabad Center of Excellence of the Institute of Cost Accountants of India, Plot No-35, Financial District, Nanakramguda Village, Serilingampally Mandal, Gachibowli, Ranga Reddy District, Hyderabad-500 032.</u>
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Details of the Organisation

I	About Organization	
A	Individual/ Partnership Firm/Company & year of the registration	
B	Head of the Organization	
C	Name, Address, Telephone/E-mail id/ Fax No of the bidder	
D	Details of Partners/Directors with educational qualification	
E	Name and Mobile Number of the concerned person for the job	
II	Financial Position	
A	Turnover of the last 3 years. Please attach copy of Audited Balance sheet	
B	<ul style="list-style-type: none">• Bank Details• Name of the Account• Account Number• Type of Account• Bank Name• Branch Name and Address• IFSC Code• MICR Code	
III	Presence in Indian Market	
A	Registered Office & Others	
B	Total Number of Client with list	
IV	Experience and Capabilities	
	Nos. of such types of Consultancy Service provided successfully with job completion certificate from the clients along with the details of the jobs.	

Date:

Name and Signature of the Applicant with Stamp

SCHEDULE OF PRICE BID

Ref. No: _____

Date : _____

**PROVIDING CONSULTANCY SERVICES FOR THE HYDERABAD CENTRE OF EXCELLENCE
OF THE INSTITUTE OF COST ACCOUNTANTS OF INDIA, HYDERABAD.**

(1) Getting Fire safety clearance and Inspection and certifying the bills of vendor for the fire safety work and providing specifications for fire safety doors, preparation of Tender Document, Technical Evaluation of the tenders, provide technical consultancy for selection of the Tenderer, Supervision and Monitoring the job of the Contractor, certifying the bills and Provide Certificate for refund of EMD.

Amount quoted for Consultancy Services Rs _____/- (Rupees _____ only)

(2) Consultancy for Getting Occupancy certificate from TSIC.

Amount quoted for Consultancy Services Rs _____/- (Rupees _____ only)

(3) Consultancy for giving specifications for branded furniture Cots, beds, sofas, side tables, centre tables etc. preparation of Tender Document, Technical Evaluation of the tenders, provide technical consultancy for selection of the Tenderer, Supervision and Monitoring the job of the Contractor, certifying the bills and Provide Certificate for refund of EMD.

Amount quoted for Consultancy Services Rs _____/- (Rupees _____ only)

(4) Preparation of Estimate of jobs – (i) Installation & Commission of Projectors, Screens in the Auditorium, and Sound Systems in the two class rooms,(ii) Civil work for back side compound wall and (iii) Construction of Right Side (Exit) Pathway], Preparation of Tender Documents for above jobs, Technical Evaluation of Technical Bids of Tenders for above jobs and furnish a report thereon, Provide technical consultancy for selection of Tenderer for above jobs, Supervision and monitoring jobs of Contractors and certification of bills, relating to above jobs, Provide Certificate for refund of EMD for above jobs .

Amount quoted for Consultancy Services Rs _____/- (Rupees _____ only)

Signature :

Full Name :

Rubber Stamp :

Address with Contact no :